



General Committee Member Position Description

The role of a general committee member of the Mt Carmel Tennis Club is to provide support to the President and other committee members to ensure the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

Desirable Attributes

The committee member should:

- Be a dedicated club person
- Have the ability to provide calculated opinion in group discussions at committee meetings
- Be an effective communicator
- Be positive and enthusiastic
- Be discreet and able to maintain confidentiality on relevant matters
- Be able to work collaboratively with other Committee Members
- Be well informed of all club activities, especially those of relevant subcommittees
- Be able to listen to the feedback and views of members and other interested parties
- Be unbiased and impartial on all issues
- Be receptive to change
- Hold or willing to apply for a current volunteer's Working With Children Check or equivalent

Responsibilities

The general responsibilities of the committee member are wide and varied. They may include, but are not limited to the following responsibilities:

Governance

- Contribute to the development, definition and delivery of the club culture and behaviours
- Contribute to the development of the club goals, objectives club strategy
- Ensure compliance and legislative obligations are met
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- Work with the committee to ensure activities are documented in operations manuals, policies and procedures
- Assist the President and Secretary in their duties as required
- Undertake club portfolio's or tasks at the request of the President or general committee

Meetings, communication and key relationships

- Attend and actively participate and contribute in committee meetings

If at any stage the Committee Member becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will inform all other committee members.

The estimated time commitment required as the Committee Member is 0.5 hours per week