

## Responsibilities of a Committee Member

Here is a simple list of what is expected of you and what you are entitled to expect in return

You are expected to:

- Attend regularly - send an apology if you can't
- Find out about the committee and its rules and regulations
- Take part in decisions – express your opinion
- Carry out the tasks you agree to do - if you can't do it, don't say you can
- Contribute any special skills you might have
- Find out about and understand your legal responsibilities as an employer
- Find out about the appropriate Health and Safety regulations
- Monitor the financial position of the organisation
- Be loyal to the committee
- Be accountable to the membership as a whole
- Respect confidentiality

In return, you have the right to:

- Be given the correct information relating to the organisation's business
- Be heard
- Be consulted
- Respect from your colleagues on the committee

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