

Role Description – Committee Member

The Role

To ensure that the organisation is properly run for the benefit of its members.

Job Description

- ensure that the organisation complies with its governing document, and any other relevant legislation
- ensure that the organisation pursues its objectives and uses its resources for these ends
 - contribute actively to the committee, giving firm direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- safeguard the good name and values of the organisation
- to declare any conflict of interest while carrying out the duties of committee member
- to be collectively responsible for the actions of the organisation
- to protect and manage the property of the organisation and to ensure the proper use of the organisation's funds
- to make sure the organisation is properly insured against all reasonable liabilities
- to appoint and support the employees
- use any specific knowledge or experience they have to help the committee reach sound decisions
- attend meetings, and read papers in advance of meetings
- attend subcommittee meetings as appropriate
- to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising

Person specification

- integrity
- a commitment to the organisation and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities
- a willingness to devote the necessary time and effort to their duties
- strategic vision and good judgement
- an ability to work effectively as a member of a team

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