Committee Role Description: Committee Member

Date written: 13/10/2020
Prepared by: Stephen Connell
Date approved: 1/11/2020
Approved by: Full Committee
Review Date: 01/12/2021
Role purpose

As non-office bearing Responsible Persons, committee members have the responsibility to ensure the association complies with its legal obligations and responsibilities, voting on important matters to the Society, and furthering the association’s aims and objectives.

<table>
<thead>
<tr>
<th>Position:</th>
<th>Committee Member</th>
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</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Constitution</td>
</tr>
<tr>
<td>Direct Reports:</td>
<td>N/A</td>
</tr>
<tr>
<td>Type of Resource:</td>
<td>Volunteer</td>
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<tr>
<td>Work Week:</td>
<td>As Needed</td>
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</tbody>
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Duties and responsibilities

- Attend meetings
- Respect rules of procedure
- Vote on important matters in accordance with ACNC’s requirements for Responsible Persons
- Undertake and complete allocated tasks
- Submit reports as required
- In partnership with other Responsible Persons, help ensure the association complies with obligations and legal responsibilities and meet ACNC Governance Standards
- Vote on important matters to the Society
- Disclose conflicts of interest
- Have enough time and commitment to dedicate sufficient time to furthering the aims and objectives of the Society

Skills and Qualifications

- Two years full member of the Society
- Known to be of good character by senior Society members
- Not listed on the Banned and Disqualified Persons ASIC Register
- A previous leadership role and leadership skills are preferable