

BLIGH PARK FOOTBALL CLUB



Position Description: General Committee Member

Overview

A General Committee Member is responsible for:

- Providing support to the President, Secretary and other General Committee members to ensure the efficient operation of the Club.

Responsibilities

Prior, during and post season

1. Assist the President and Secretary in their duties as required.
2. Undertake tasks at the request of the President or General Committee.
3. Attend monthly Club Committee meetings.
4. Participate in discussion and decision making of the Committee.
5. Look after a specific portfolio (Marketing, Sponsorship, Events etc.).
6. Participate in Ground Official duty per the rotational roster throughout the season.

End of year hand over

Updating key documents

At the end of each year a key activity of a General Committee Member is to review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

Essential Skills and requirements

- Hold or willing to apply for a current volunteer Working With Children Check.
- The ability to be able to lead by example displaying a commitment to Club's values.
- Ability to provide calculated opinion in group discussions at Committee meetings.
- Outgoing personality.
- Exceptional communication skills - respectful and effective.
- Assist with activities and events associated with the Club – Ground Official duty, presentation day, muster day, etc.
- Be discreet and able to maintain confidentiality on relevant matters.

Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.

Updated: July 2023