

General Committee

South Tweed Community Touch Association Incorporated



Position Description

Position Title: General Committee

Reports To: Executive Committee – President, Vice President, Treasurer, Secretary and Registrar

Role Description

A. Primary Purpose of the Role

To manage the affairs of the South Tweed Community Touch Association Incorporated (the Club) on behalf of all Members of the Club at the direction of the Executive Committee

B. Role Responsibilities

The Club Committee is the decision making level of the Club and manages the Club's affairs on behalf of all the members of the Club. The Committee consists of a varying number of office bearers depending on specific needs of the organisation. The Committee should meet as a group as regularly as deemed necessary to monitor and maintain operational and financial control of the Club. Possible reimbursement of child/ren registration fee/s depending on level of voluntary contribution.

Suggested Committee Duties

- Meets regularly on agreed dates and actively participates and contributes to the meetings
- Ensures the Rules of the Club, decisions made by the Committee are respected at all times
- Assist the Executive Committee in their duties as required and undertake tasks at their request (e.g. help selling of raffle tickets, help in the office if needed, help in the canteen if needed and help run BBQ's if needed etc)
- Cooperate, support and work with other Committee Members on strategic planning initiatives for the Club's short term and long term development
- Ensure there is free and open two-way communication throughout the Club
- Be aware of the Club's 'Duty of Care' to players and officials and cooperate with South Queensland Border Districts and Touch Football Australia to ensure the welfare and interests of those persons are catered for
- Make sure all decisions made by the Committee and Executive Committee are fair and just and in the best interest of Club Members and stakeholders

Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

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