



Majura Football Club Position Description – Club General Committee Member

JOB TITLE:

General Committee Member (Volunteer Position)

HOURS PER WEEK:

The estimated time commitment required as a General Committee member is a minimum of 2-3 hours per week.

ROLE DESCRIPTION:

To provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.

RESPONSIBILITIES:

- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or club Committee.
- Attend monthly club committee meetings.
- Participate in discussion and decision making of the committee.
- May look after club positions such as (Marketing, Sponsorship, Events, general duties etc.)

RELATIONSHIPS:

- Reports to the President and club Committee.
- Liaises with various external stakeholders depending on club positions.

ACCOUNTABILITY:

- General Committee members are accountable to the President and General Committee.
- Must seek ratification from the President and club Committee prior to committing the club to any financial expenditure or action.
- May be require to provide a report of their other club positions at each committee meeting.



ESSENTIAL SKILLS:

- Dedicated club person.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Good writing skills.

DESIRABLE SKILLS:

- Flexible to a changing operational environment.

VOLUNTEER BENEFITS:

- Provides flexibility in assisting the club in activities that either support administration or operations.