

PORT ADELAIDE CYCLING CLUB

ROLE STATEMENT

GENERAL COMMITTEE MEMBER



The role of a general Committee Member is to provide support to ensure the Club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

The general responsibilities of Committee members (including Office Bearers) are wide and varied and may include, but are not limited to the following areas of responsibility.

Knowledge

To successfully undertake the role of a Committee Member, they should:

- Be well informed of all Club activities, including those of sub-committees.
- Have a good working knowledge of the Constitution, Club rules and by-laws, policies and procedures as well as the duties of the office holders;
- Have an understanding of the legal and compliance obligations of running the Club.

Governance

Committee members generally contribute to the development, definition and delivery of the following Club activities and responsibilities:

- Culture and behaviours.
- Goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Contribution to the development and review of the Club's Strategic Plan and other consequential arrangements (e.g. business plan, calendar development, member development).
- Identification and formulation of budgets for the upcoming year.
- Ensuring compliance and legislative obligations are met.
- Ensuring the health and safety of all members.
- Ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures.
- Ensure volunteers are trained and supported throughout the year to undertake their roles successfully.
- Undertake tasks at the request of the President or general Committee.
- Assist with management of portfolios as outlined in the Club's suite of Role Statements.
- Leadership and active involvement in one or more sub-committees of the Club.

Essential Skills and Requirements

- Holds (or acquires immediately after election to the Committee) a current "Working with Children" police check.
- Ability to provide calculated opinion in group discussions and at Committee meetings.
- Effective communicator.

- Being discreet and able to maintain confidentiality on relevant matters.
- Is positive and enthusiastic.
- Dedication to Port Adelaide Cycling Club.
- Committee members are expected to act in the best interests of the members at all times.
- Undertake the role in good faith and honesty.

End of Term Handover

At the end of each year, a key activity of the Committee will be to review and revise Role Statements to ensure that it continues to reflect the requirements of the role.

Committee members should provide updated copies of any operating procedures, documents, registers, spreadsheets to the Secretary prior to the Annual General Meeting.

Committee Members will also train, mentor and support incoming Committee Members in the initial stages of their appointment to the role.

Commitment

Committee Members will attend monthly Committee meetings as scheduled. If the member is unable to attend a meeting, apologies will be forwarded to the Secretary as soon as practical, but prior to commencement of the meeting.

In addition, each Committee Member would be expected to assume the responsibility for one or more of the Club's functions detailed in the suite of role statements.

Allocation of these roles will be determined once the Committee has been formed at the Annual General Meeting. The allocation of these tasks will be dependent on the skills of the individual committee members and the Club's needs and direction.