**Volunteer Committee Members**

**Position Summary**

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| --- | --- |
| **Position:** | <insert> |
| **Reports to:** | <insert> |
| **Remuneration:** | This is a volunteer position. Reimbursement policies apply where appropriate. |
| **Start Date:**  | <insert> |
| **Term:** | <insert> |
| **Location:** | Home (except for meetings) |

**About <club name>**

<insert>

**Attendance**

* Attend committee meetings in line with constitution
* Support and attend Club events

**Responsibilities**

* Chair Committee meetings ensuring that they are run efficiently and effectively (President only)
* Act as a signatory for the club in all legal purposes and financial purposes (President only)
* Be diligent in the role of Volunteer Committee Member
* Adhere to the legislative requirements of the club
* Regularly focus the Committee’s attention on matters of club governance that relate to its own structure, role and relationship to any paid employees
* Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution (President only)
* Work with the Committee to ensure:
* The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
* Goals and relevant strategic and business plans are developed in order to achieve the goals of the club
* Work with the Executive Committee to manage any paid employees of the club including recruitment, retention, salary and performance reviews, etc
* Serve as a spokesperson for the club when required (President only)
* Communicate regularly and systematically with the Presidents of other clubs, the league, association and or parent body (President only)
* Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the club
* Attend Committee meetings or forward an apology prior to the meeting
* Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organization
* Refrain from speaking to the media about any aspect of the club that could damage the club or its reputation

**Training & Tools and Resources**

As a Volunteer Committee Member, you will receive the following training and tools and resources to assist you in your role. You are required to watch, attend and familiarise yourself with these.

* Volunteer Induction Video
* Volunteer Handbook
* Induction and introduction to committee
* Code of Conduct
* Position Description
* Policies and Procedures
* Committee Constitution

**Skills and Experience Required**

* have basic computer skills
* have easy and regular access to email
* have experience leading a team
* have good interpersonal skills
* have an awareness and understanding of social media
* have experience in conflict management
* have an interest in horses (experience with horses not mandatory)
* have a sound knowledge of the committee constitution
* have knowledge and understanding of meeting protocols

**Personal Attributes**

* be well informed of all organisation activities and be able to provide strong oversight
* be a person who can develop good relationships internally and externally
* be forward thinking and committed to meeting the overall goals of the Club
* have a good working knowledge of the Committee Constitution, rules and duties of office bearers
* be able to work collaboratively with other Volunteer Committee Members
* be a good listener and attuned to the interests of members and other interest groups
* be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
* be a competent public speaker

**Key Relationships**

* <insert>