# Committee Member

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| --- | --- |
| **Last reviewed on:** [insert date] | **Next review date:** [insert date] |
| **Reviewed by:** [insert title of person] | **Approved by:** [insert title of person] |

A member of the committee is responsible, along with the other committee members of [insert club name], for directing the club. The committee works collaboratively in managing [insert club name]’s administration and Committee Members provide assistance and support to the President and other members of the committee.

**Responsible To:** Committee Members are accountable to the President/Chairperson, the other committee members, and the club members.

## **Responsibilities and Duties**

* Adhere to the mission, vision, and values of the club
* Collaborate with other committee members in order to effectively run the club
* Raise any concerns with the committee as necessary
* Assist in providing effective, efficient leadership for [insert club name]
* Attend all committee meetings
* Lead a subcommittee as needed
* Represent the club/association well and serve as a positive role model
* Promote a club that is inclusive, supportive, and strengthens the community
* Assist the other committee members with their duties as needed
* Provide reports on their areas of involvement as needed.

## **Knowledge and Skills Required**

* Effective communication
* Well informed of club activities
* Aware of and able to contribute to the clubs future directions and plans
* Working knowledge of the constitution, rules and the duties of all office holders and subcommittees
* Able to develop good relationships internally and externally
* A supportive leader for all club members.

## **Time Commitment**

The estimated time commitment required as a Committee Member of [insert club name] is [insert approximate hours] hours per week. Committee Members are appointed for a [insert length of term] term.

I have read and agree to the above position description.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_