## Committee Member Role Description

### Overview of the Role

Committee members represent the views of members at committee meetings and help set our club’s direction

**What you will be doing**

Exact responsibilities will be agreed, and will depend on the role(s) you’re doing but will likely include:

* Attending and contributing to committee meetings every [ ]
* Attending and supporting the running of the Annual General Meeting (AGM)
* Making decisions with the committee in the best interests of our members and venue
* Supporting the chair, secretary, treasurer and other key volunteers in their roles
* Providing support with the set-up and running of any club events.

**Skills and experiences needed for the role**

* Good communication skills
* Good listening skills
* Good organisation skills

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* The time commitment for this role is flexible and will depend on the role(s) you’re doing. On average this will be around [ ] hours per week

**Further Information**

* Some committee roles require a DBS check. This is dependent on your contact with children and/or adults at risk and/or access to confidential information.