



## **NATIONAL CLUB ACCREDITATION SCHEME**

### **Yass Football Club Position Description – General Committee Member**

#### **JOB TITLE:**

General Committee Member

#### **OBJECTIVE:**

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 General Committee.
- Attend monthly club committee meetings.
- Participate in discussion and decision making of the committee.
- Look after a specific portfolio. (Marketing, Sponsorship, Events etc.)

#### **RELATIONSHIPS:**

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

#### **ACCOUNTABILITY:**

- General Committee members are accountable to the President and General Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
- Provide a report of their portfolio for each committee meeting.





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### **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 report writing skills

The estimated time commitment require as a General Committee member is up to 4 hour per week.

