



# West Auckland Association Football Club

## Committee Member- General Role Description

Committee Member - General is a position responsible to support the running of West Auckland AFC (WAAFC) in a capacity that they are available for or suitably skilled and determined as required by the Chairman and Volunteer Coordinator. This may be in the capacity of supporting a project activity or one-off event.

<b>Responsible to</b>	Executive Chairperson & Volunteer Coordinator
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"><li>• Be available to attend meetings as required.</li><li>• Participate in sub-committees as required or available.</li><li>• Be available for projects and tasks as they become available meeting the outcomes of the club.</li><li>• Be flexible in the responsibilities and duties of this position as they are based on need.</li><li>• Be available to work on a roster to help support regular activities or tasks within the club.</li><li>• Follow all aspects of the WAAFC Code of Conduct and any other club policies as they relate.</li><li>• Meet all the WAFC reporting requirements as they become due or are requested.</li><li>• Evaluate personal performance annually reporting to Executive Committee and ensure succession of own position.</li><li>• Review own position description to ensure accuracy and submit potential changes to the Executive Committee.</li></ul>
<b>Knowledge &amp; Skills Desired</b>	<ul style="list-style-type: none"><li>• Can communicate effectively.</li><li>• Well organised and can work in a team environment.</li><li>• Is well informed on the club's activities.</li><li>• Able to work in a logical orderly manner.</li></ul>
<b>Estimated Time Commitment Required</b>	The estimated time commitment required for the role of a Committee Member – General is based on the activity and availability of the volunteer. In certain cases, extra time may be required during the season.
<b>Period of Appointment</b>	Period of appointment 12 months.