



## Duty Statement – Committee Members

Committee members are elected at the AGM and serve until the next AGM. The Committee will normally meet once in each month and committee members should try to attend all meetings. Committee members should also be willing to contribute to the club, as their time and abilities allow, by volunteering for special tasks or specific projects or by serving on sub-committees.

### Duties:

- Help develop the vision, mission and values of the association.
- Help ensure the association complies with its governing documents (i.e. constitution and by-laws).
- Maintain awareness of policies, directions and plans of the committee.
- Ensure the association makes efficient use of its resources.
- Understand the financial position of the association and ensure the association's finances are properly managed.
- Help ensure that risks to the association, members, volunteers and service users are at an acceptable level and are effectively managed.
- Effectively support office holders in the running of the association.
- Undertake special projects and / or support the activities of the club.

### Desirable Qualities

- Interest in TBA activities and administration.
- Willingness to participate in decision making.
- Willingness to work with others to achieve positive outcomes.
- Willingness to take on tasks or join subcommittees.
- Positive and enthusiastic.
- Impartial and fair.
- Ability to respect confidences.
- Access to internet and email.

### Document information

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Next review date	January 2027
Responsible person	President