**SUB COMMITTEE MEMBER – ROLE DESCRIPTOR**

The role of the sub-committee Chairperson is to provide support to the Committee by facilitating meetings of approved subgroups within the club. Ensuring that the sub group meets its goals and objectives as outlined by the clubs main Management Committee.

**Roles & Responsibilities**

* Understand the legal and compliance obligations of running the club
* Goals and objectives are documented with plans in place on how they will be achieved
* Assist the executive officers and other committee, sub-committee members as may be deemed necessary to carry out their duties for the club
* Attend regular committee/sub-committee meetings
* Provide reports to Management Committee both verbally and in writing if required
* Be willing to take on roles and responsibilities as agreed with the committee
* Act in the best interest of the members at all times
* Undertake the role in good faith and honesty

**Knowledge and Skills Required**

* Dedicated club person
* Ability to provide calculated opinion in group discussions at committee meetings
* Outgoing personality
* Effective communicator

**Qualifications and Training**

* Sign and adhere to the Clubs Code of Conduct