



Whittlesea Community House Inc

POSITION DESCRIPTION

ORDINARY COMMITTEE MEMBER

The position of ordinary committee member is taken on by a person who is prepared to make a serious commitment to participate actively in committee work in a voluntary capacity and is an integral part of the working committee of any organization.

Roles and responsibilities

- regularly attend committee and general meetings
- volunteer for and willingly accept assignments and complete them diligently and on time
- stays informed about committee matters, prepares well for committee meetings and reviews and comments on minutes and reports
- gets to know other committee members and builds a working relationship that contributes to consensus
- actively participate in the committee's evaluation and planning process
- participate in fundraising activities



Whittlesea Community House Inc.

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