



HBNA COMMITTEE ROLE – GENERAL MEMBER

JOB TITLE:	General Committee	JOB CATEGORY:	Volunteer
REPORTS TO:	Management Committee Members		
POSITION TERM:	2 Years		
APPLICATION TYPE:	Nomination to AGM to vote		

JOB DESCRIPTION

OBJECTIVE

- Provide support to all committee members to ensure the efficient operation of the Association.
- Take on suitable jobs to ensure the efficient operations of the Association.

RESPONSIBILITIES

- Attend the meetings of the Management Committee.
- Attend the Annual General Meeting and any other General Meetings.
- Participate in discussion and decision making of the Management Committee.
- Uphold the decisions of the Management Committee.
- Undertake tasks at the request of the President or other Management Committee members.

KNOWLEDGE/SKILLS

- Sound financial awareness and the ability to read and interpret financial statements.
- Ability to communicate ideas and articulate sound discussions.
- Experience in strategic planning is preferred.
- Maintain confidentiality in all relevant matters.

PERSONAL ATTRIBUTES

- Well organised and able to work in a logical orderly manner.
- Ethical, honest, and trustworthy and dedicated to the Association.
- Confident in leading strategic direction, maintaining a focus on the 'big picture'.

OTHER

- Must have a Working with Children Card (Blue Card)
- Agree to and be eligible for a National Criminal Police Check
- Must be a registered member of Netball Queensland