

Wide Bay Regional Swimming Association
MANAGEMENT COMMITTEE MANUAL

Section 2.7 Position Description - Committee Member

Written : 2005
Last Revised : July 2011

Position Overview :

- Reports to the Management Committee and ultimately the President
- Assist in the growth and development of the Association by playing an active role within the Management Committee
- Should be fully conversant with the Association's Constitution, policies and procedures.

Primary Duties :

- Follow the directions and requests of the President and Management Committee, acting in a timely fashion
- Attend the meetings of the Management Committee and any relevant sub-committee meetings, as appropriate
- Engage in discussion and contribute to the consultative processes within the Association
- Support the Management Committee in carrying out their duties
- Co-operate with members and foster good relations to benefit members