



Subscribers to *THE COMMITTEE ROOM* are permitted to use this template for their own non-commercial use.

Committee Member Job Description

[ORGANISATION NAME]

Purpose	<i>The purpose of the committee, including</i> • Providing leadership for the organisation • Ensuring good governance • Representing the best interests of members • Communicating effectively • ... •
Key Responsibilities to the Organisation	<i>Expectations of you as a Committee member, including</i> • Acting in good faith • Exercising due diligence • Declaring Conflicts of Interest • Responsible decision making • •
Key Responsibilities to the Committee	<i>Expectations of you as a Committee Colleague, including</i> • Being prepared for meetings • Being punctual • Participating in debate • Listening to others • ... • ...
Expectations	<i>What do the organisation's Members expect of you as a Committee Member?</i>
Key dates	<i>Committee meeting schedule</i> AGM ...
Hours required	<i>Estimate of time commitment per month. Include meeting attendance, preparation and any other regular obligations.</i>
Other requirements	<i>Anything else relevant to the role, such as working with children checks, insurance requirements or conduct expectations.</i>

Approved by the Committee on [Date].

Due for review on [Date].