



## The Role of a Committee Member

The role of Committee members is to help with the everyday running of the group, attend meetings and represent the residents of the area.

An effective committee member generally does the following:

### **Expectations of the role:**

- To attend a committee meeting every month or when they are scheduled.
- To read meeting minutes and other papers in preparation for meetings.
- To send apologies when unable to attend meetings.
- To participate in relevant training and development activities.
- To declare any conflicts of interest at meetings.

### **Best practise behaviours:**

- Be familiar with and agree with the aims and objectives of the organisation.
- Work with the committee as a group to achieve the organisation's aims.
- Represent the organisation at functions and meetings and provide feedback at meetings.
- To behave in an open and transparent way and work to resolve any conflict that may arise.

### **Responsibilities:**

- To keep informed about the group's work and the wider issues that affect it
- To help the group raise enough money to meet its obligations
- Develop ways in which the group can meet its aims and objectives
- Making sure the group stays within the law and its constitution.

- To lead the organisation effectively under the direction of the chair