



# Tuggeranong Archery Club

## Role Description

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### Committee Member

#### Role Statement

The Committee Member will fill one of five 'Committee Member' positions, designated by the numerals 1-5 and possess the associated club email address. Each Committee Member will be designated a specific non-committee position/s responsible for a sub-division or function of the club to aid in the overall function and maintenance of the club and activities.

#### Reports to

Executive Committee

#### Required Attributes:

The Committee Member will:

- Demonstrate at all times the values and behaviours as detailed in the TAC Values and Behaviours statement
- be forward thinking and committed to meeting the overall goals of the Club.
- be able to work collaboratively with other Committee Members and report openly and honestly to the Executive Committee.
- be a good listener and attuned to the interests of members within their delegated area and raise any concerns or feedback to the Executive Committee.
- be a good role model in representing the Committee in other forums (e.g. Archery Australia, Archery ACT, SCA, Bhutanese Archers, etc.)

#### Desirable Attributes:

The Committee Member should:

- Have good communication skills
- Be able to attend committee meeting on a monthly basis (virtual attendance available)
- Ability to give brief reports at committee meetings (template will be available)

#### Specific duties include but are not limited to:

- Reports to the Tuggeranong Committee monthly on delegated areas
- May include assistance to / execution of duties associated with:
  - Society of Creative Anachronism (SCA)
  - Bhutanese Archery
  - Hall Manager
  - Coaching Co-ordination
  - Events Manager



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- Club grounds and member maintenance
- Canteen Coordinator
- Range Captain
- Registrar/Recorder
- Webmaster

Committee Members designated a role (examples above) associated with their position are not expected to execute all functions of the position independently and can expect volunteers with skills specific to the role will fill many of these positions. The Committee Member is responsible for liaising with those executing tasks as requested by the Executive Committee and ensuring tasks are completed. It is the responsibility of the Committee Member to ensure all tasks are completed in accordance with the Club Values and Behaviours in mind, and in liaison with the Club Executive Committee.

The below signed acknowledged their successful election as a Committee Member of Tuggeranong Archery Club on the listed date

The Committee Member acknowledges that they will be held to the above list of required attributes and will work to the best of their abilities to meet the desirable attributes and specific duties associated with the role.

Where the Committee Member demonstrates behaviours that do not align with those detailed by the club, Regional Governing Body, Sports Integrity Australia and/or Play by the Rules the Vice President acknowledges they will be held to account for their actions.

\_\_\_\_\_  
Committee Member Name

\_\_\_\_\_  
Election date

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Signature date



# Tuggeranong Archery Club

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\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Signature date

\_\_\_\_\_  
Witness Name

Please detail any specific sub-functions of your role you intend to fulfil / understand you will be required to provide below:

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