

## CAWA DUTY STATEMENT

Position Title: Ordinary Committee Member

Co-ordinates with: President  
Vice President  
Treasurer  
Secretary  
Other Ordinary Committee Members  
Association Members

Reviewed: 22 January 2010

As per the constitution, there are six ordinary committee member positions. The responsibilities outlined below apply to ALL committee members, including the president, vice president, secretary and treasurer. It is expected that the workload will generally be fairly spread amongst committee positions, bearing in mind that the four named office bearers have specific duties to fulfill. However, what is most important is that a team approach is applied where everyone helps each other as much as possible and that tasks are completed.

Depending on the needs of the current committee, particular special roles may be assigned to committee members from time to time (for example, Trips Officer, Access Officer, etc). However, ordinary committee members will be appointed as such at the AGM, not to a particular role and need to be willing to perform a range of tasks in order to meet the needs of the association. Nominees for this position are required to carry out the duties listed below.

Specifically, the ordinary committee member:

1. Regularly attends committee meetings and important related meetings.
2. Must remain a financial member of the association whilst serving on the committee.
3. Makes a serious commitment to participate actively in committee work.
4. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
5. Stays informed about committee matters, prepares well for meetings and reviews and comments on minutes and reports.
6. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
7. Is an active participant in the committee's annual evaluation and planning efforts.
8. Accepts assignment to special roles according to the needs of the association.