



## **JOB DESCRIPTION**

### **Position      Committee Member**

Committee members are volunteers. Their selection shall be in accordance with any legislative requirements and in the interests of good governance should encourage a diverse representation of the community, interests, knowledge and skills. However, while encouraging a range of views among members, the Committee will emphasise collective decision-making.

Members of the Committee share responsibility for the oversight of the organisation, and in particular its educational policy, its financial well-being, the employment of its senior staff, and its commitment to quality management. The Council will regularly monitor the organisation's performance in these and other areas of activity.

The Committee's primary focus will be on strategic leadership rather than administrative detail, and it will adopt a forward-looking, proactive approach to the governance of the organisation.

It will observe the distinction between the respective roles of the Committee and the Centre Manager. Only decisions of the Committee acting as a body are binding on the Centre Manager.

Members are required to act at all times in the best interests of the organisation and in accordance with its Constitution and its agreed policies, procedures and rules of conduct.

They will avoid conflicts of interest, disclose their involvement with any other organisations that might produce conflict, and absent themselves from any vote on an issue where a conflict of interest is unavoidable. They will not use their positions to obtain employment for themselves, family members, or close associates.

Members will:

- Ensure that they are familiar with the legislative and regulatory requirements and accountabilities of their role and observe them at all times.
  - Regularly attend, and actively participate in, Committee Meetings and meetings of any sub-committees to which they may be appointed by the Committee.
  - In conjunction with other Committee members, receive and consider regular reports from the Centre Manager, and other members of the Management Team where appropriate :
    - on the organisation's performance against the Annual Management Plan and Budget and associated Key Performance Indicators, and on its continuing solvency,
    - on matters having the potential to significantly affect the conduct, standing or long-term interests of the organisation, and
    - providing assurance that the organisation is conducting its affairs in accordance with its policies, procedures and rules of conduct, government legislation, statutes and regulations, and any obligations to funding and accrediting bodies,
- and approve any necessary actions arising from these meetings that fall within the Committee's area of responsibility.
- In conjunction with other Committee members, receive and consider annual externally audited financial statement for the organisation for subsequent presentation to the Annual General Meeting.
  - Familiarise themselves, in advance, with material to be considered at Committee Meetings.
  - Attend Annual General Meetings and Extraordinary General Meetings.
  - Represent the Committee to outside parties and at functions, when authorized to do so by the President.
  - Undertake such other duties within the Committee's area of responsibility as the Committee may determine from time to time.