



CHRISTCHURCH UFC

**Committee Member
Position Description**

Overview:

A Committee Member will support the running of the Club in a capacity that they are available for and operate as a contributing team member applying their personal skills and determination to ensure Club success. This may be in the capacity of supporting a project activity or event.

A Committee Member reports to the President of Christchurch United Football Club Inc. and is responsible to its members.

Responsibilities and Duties:

- Be available to attend monthly Committee meetings
- Participate in sub-committees as required or available
- Be available for projects and tasks as they become available and achieve outcomes beneficial to the Club
- Be flexible in the responsibilities and duties of this position as they are based on the Club's needs and will therefore regularly evolve and change
- Be available to work on a roster to help support regular activities or tasks within the Club
- Follow all aspects of the Christchurch UFC Code of Conduct and any other Club policies
- Meet all Christchurch UFC Committee reporting requirements when they are due or requested
- Evaluate personal performance annually in deciding whether to stand for re-election at an Annual General Meeting
- Review own position description to ensure accuracy and submit potential changes to the Committee

Knowledge and Skills:

- Able to communicate effectively
- Well organised
- Able to work well in a team environment
- Willing to become and remain well informed on the Club's activities
- Able to work in a logical, orderly manner
- Able to work on several tasks / projects simultaneously
- Capable of making decisions in the best interests of the Club

Estimated Time Commitment:

The estimated time commitment required for the role of **Committee Member** is 2 – 4 hours per week for the duration of the year.