



Job Title	Board of Management Member	Job Category	Volunteer
Reports to	Executive and General Committee members		

Job Description			
Objective	<ul style="list-style-type: none"> <li>• Provide support to the President, Secretary, and other Board of Management members to ensure the efficient operation of the Association</li> </ul>		
Responsibilities	<ul style="list-style-type: none"> <li>• Attend the meetings of the Board of Management held monthly</li> <li>• Participate in discussion and decision making of the Board of Management</li> <li>• Uphold the decisions of the Board of Management</li> <li>• Represent the Board of Management on a sub committee as necessary and provide a report to the Board of Management meetings</li> <li>• Uphold Constitution, Rules and By-Laws, policies, and procedures of the Association</li> <li>• Represent the purpose and values of the Association</li> <li>• Undertake tasks at the request of the President or Executive Committee</li> <li>• Be Approachable</li> </ul>		
Knowledge/Skills	<ul style="list-style-type: none"> <li>• Financial awareness and the ability to read and interpret financial statements</li> <li>• Ability to communicate ideas and articulate sound arguments</li> <li>• Maintain confidentiality in relevant matters</li> </ul>		
Personal Attributes	<ul style="list-style-type: none"> <li>• Well organised and able to work in a logical orderly manner</li> <li>• Ethical, honest and trustworthy</li> <li>• Dedicated Association person</li> </ul>		
Other	<ul style="list-style-type: none"> <li>• DHS Working With Children Check</li> </ul>		
Reviewed By	Felicity Duffield	Date	5 <sup>th</sup> January 2024
Approved by	BOM	Date	8 <sup>th</sup> January 2024
Last Updated		Date	5 <sup>th</sup> January 2024