



Committee Member Job Description

Committee Member

Reports To: Committee Chair

Job Overview: Committee members are expected to attend committee meetings. The committee members will be the representative of their club at the meetings which allows fair and reasonable representation across all clubs. If a committee member does not regularly attend scheduled meetings, the convenor may enquire of the member why he or she should remain on the committee. The Appointment Panel may remove the member in the absence of a satisfactory response.

Responsibilities and Duties:

- Responsible for relaying relevant messages, discussed at the committee meetings, to their clubs.
- Planning the programme of events for the year and facilitating the events.
- Reviewing any equipment or other capital expenditure needs for the year.
- Formulating an operational budget for the committee for the year, to be approved by the Board.
- Communicating with clubs and other stakeholders as required.
- Discussing any matters of importance relevant to its role for the promotion, support and development of athletics in the Wellington Region.

Committees do not have authority to incur expenditure on AW's behalf unless:

- the expenditure forms part of the committee's operational budget and that budget has been approved by the Board; or
- the expenditure has otherwise been approved by the Board.