

Position Description



Volunteer Position Title:	Club Leadership Team – General Committee member
Time Commitment:	Minimum 2 years Approximately 2 hours per week and attendance at Club LT meetings. Must be available evenings and weekends.
Reporting To:	Chair - Club LT
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> • Police Check • Working with Children's check • Reference Checks

Description of the volunteer role:
<p>The general committee member is primarily responsible for providing assistance and support to ensure the efficient operation of the club.</p> <p>The role will provide general assistance to the leadership team by actively contributing to discussions and decisions that impacts the development of the club.</p> <p>The general committee member may also be required to complete additional ad-hoc tasks as required by the LT to ensure agreed outcomes for the club are met.</p> <p>The ideal candidate must have strong organisational and communication skills.</p>

Key Responsibilities:
<ul style="list-style-type: none"> • Assist the club in their duties as required. • Undertake tasks as allocated by the chair or other members in the LT • Attend all club committee meetings as scheduled • Participate in discussions, contribute ideas and assist in decision making • Support compliance with the SOA code of conduct by all members of the Club • Compliance with all WH&S legislation and SOA WH&S Policy • Assist Club LT in Club Accreditation process – every 2 years

Competencies, Skills, Experience, and Education:		
Competencies / Skills	Essential	Desirable
	<ul style="list-style-type: none"> • Excellent organisation and communication skills • Work productively with other Club LT members • Computer literacy skills • Demonstrated planning skills • Is willing to contribute to group discussions and contribute ideas 	<ul style="list-style-type: none"> • Possess business acumen, vision and strategic planning abilities

Experience / Education	Essential	Desirable
		<ul style="list-style-type: none"> • Previous experience in a similar role in a comparable organisation

Performance Area	Key Tasks	Performance Indicators
Committee	<ol style="list-style-type: none"> 1. Attend scheduled Club LT meetings and provide opinions/vote based on area of expertise or experience 2. Provide calculated opinion in group discussions at committee meetings 3. Be acquainted with any reports, correspondence or business which is to be presented at the meeting 4. May attend Special Olympics events, especially those hosted by the Club 	<ol style="list-style-type: none"> 1. Provide relevant support to tasks for the Club LT are addressed in a timely manner 2. Successful operational development of the Club with measurable outcomes delivered within budget 3. Proactively take every opportunity to communicate with members 4. Contribute opinion or suggestions towards decision making

Key Relationships And Interactions:	
Internal	SOA Executive Team and staff, State LT and members, Club LT and members, Athletes and family members
External	Sponsors and partners, local government

Special Olympics Vision, Mission, About Us, and Athletes Oath	
SOA Vision	Everyone with an intellectual disability has the opportunity to participate in sport
SO Mission	We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life.
About Us	Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia.
Athletes Oath	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."