

Committee Member



Position Summary:

Committee Members take on the shared responsibility of managing all activities of the Club.

Location: River, Dover | Remote

Voluntary hours Commitment:

This role requires an estimated **35 hours per year.**

(7.5 hours per show, 3 shows a year. 1 hour per meeting, 6 meetings per year. 6.5 general hours for other events and tasks)

Responsibilities and Duties:

- Participate in Committee Meetings
- Bring ideas and suggestions to meetings that would benefit and improve the club.
- Take on duties and responsibilities and action items from meetings
- Ensuring the club operates within the boundaries of the Club Constitution and the law.
- To keep informed of the activities of the club and the wider issues of its work
- To ensure the club makes efficient use of resources and monies for the benefit of club members.
- Assisting with the setup, running and dismantling of club events.
- Represent the club at events.
- Take on other reasonable duties and responsibilities

Skills:

- Communication & Teamwork
- Experience planning and organizing events a plus