

Lincoln Wellington AC

Committee Members

Roles and Responsibilities:

- All members of the Club Committee are expected to attend the meetings that are held every four weeks or when called by the Chair and should not miss more than four consecutive meetings (unless agreed by Committee).
- To agree to the Club's confidentiality guidelines (**stated below**).
- Take on actions and responsibilities for the roles they have volunteered to do.
- From time to time Club Committee members are expected to assist the Chairperson and Vice Chairperson in the smooth running of Club activities.
- Encourage promote and welcome all members of the Club in a positive manner.
- Ensure that the rules of the Club and affiliated bodies are followed.
- Liaise with the Club Secretary in preparing agendas, making sure that all current issues are covered.
- Ensure that the Club has an appropriate up to date Constitution and Disciplinary Procedures.
- Display consistently high standards of behaviour and appearance. Co-operate fully with other members.
- Avoid critical language or actions, such as sarcasm, that undermine self esteem.
- Conflicts of interest should be recognised, and managed by the Chair and recorded.

Committee members are under a duty of confidentiality in relation to the business and operations of the Club. Failure to respect this duty of confidentiality could, for instance, be a breach of the this Job Description you are entering into and, in every case, it will be a failure to uphold one of the key obligations of your role, so always be mindful of the sensitivity of information you receive and the context in which you receive it.

Some of the information you have access to or are otherwise privy to for the purpose of your role is likely to be confidential information. You should not therefore be sharing any information or discussing Club/Body matters (as the case may be) that may be confidential with anyone unless this is necessary and authorised by the proper procedures. This might include information you hear anecdotally or 'on the grapevine', contained in documents you are sent, or relating to matters or incidents discussed at Committee meetings, and, most certainly, confidential decisions to which you are a party. If you are in any doubt, you should **always check whether information you receive is confidential and, if so, whether it is in the public domain or otherwise available and therefore not subject to restrictions.**

I confirm that I have read and understand and agree to the above Job Description:

Name:

Signature:

Date: