



# Role Descriptor

## Ordinary Committee Member

### **PURPOSE**

Contribute to the good running of the Club by undertaking delegated tasks. Be a positive ambassador for the Club through representation at committee meetings and other activities

### **MAIN FUNCTIONS AND DUTIES**

- To participate in committee meetings and ensure all members' views are considered.
- Support other members of the committee with their duties.
- Undertake specific tasks as requested. Examples include kit management, training attendance registers and sub-committees.
- Abide by and promote all Club policies.

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills.
- Reliable and trustworthy.
- Approachable and friendly.

### **REQUIREMENTS**

- Be a member of Scottish Swimming
- Adhere to the Club's Volunteer Code of Conduct

### **TRAINING AND SUPPORT**

- No specific training required.

### **TIME COMMITMENT**

Approximately 5-10 hours per month generally depending on tasks allocated.