



How to be Effective Committee Members

Individual members of the committee have roles and responsibilities.

The role of a committee member is to:

- Have a commitment to the organisation's values and objectives
- Come to meetings
- Use their powers in the best interests of the organisation as a whole.
- Listen to the information presented and make decisions in the best interests of the organisation
- Participate in discussions, decisions and sub-committees
- Undertake work and special tasks as agreed to in meetings
- Obtain adequate information about previous policies and initiatives of the organisation to ensure that the organisation maintains continuity unless change is desirable and well considered
- Obtain a copy of the Constitution or Rules of the organisation. These outline your legal responsibilities and is a valuable guide

The responsibilities of a committee member includes:

- Acting honestly and in good faith
- Not using the position and information for personal benefit or advantage at the expense of the organisation
- Respecting the privacy and confidentiality of information obtained in the course of their participation and not sharing information that refers to members to any group or individual
- Disclosing any potential conflict of interests as soon as they arise and where there is a conflict of interest, removing themselves from particular discussions, decisions or votes, or resign altogether from the management group
- Handing over adequate written or oral reports to the subsequent incoming committee so that they can maintain proper continuity

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