



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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