

GENERAL MEMBERS

Other committee members, as defined in the constitution, are those who do not hold an office such as President, Vice President, Secretary or Treasurer. These committee members are vital to the effective operation of a committee.

Duties of all committee members include:

- attend all committee meetings
- come prepared for meetings by reading the agenda, reports, minutes and any other relevant information
- follow correct meeting procedures
- participate in all activities of the committee
- contribute to discussions and participate in decision making
- respect confidentiality of information
- abide by the policies of the service
- share responsibility for all committee decisions including the financial decisions
- ensure any task/s allocated to them are completed by the agreed date
- declare any conflicts of interest immediately and work with the Chair in the management of the conflict
- maintain confidentiality of committee papers, discussions at committee meetings and information gained while on the committee at all times.