



ConnectGroups
helping support groups & individuals



How to be a good Committee Member

What a Committee Member does

The job of a Committee Member is to:

1. Sharing the values of the organisation and being prepared to carry out the work
2. Come to meetings
3. Thinking of the organisation first when you are doing committee work
4. Listening to and understanding information and making good decisions
5. Being part of discussions, making decisions and sometimes being on subcommittees or working groups
6. Doing work that you agree to do in meetings
7. Finding out about what your Committee has done in the past so that you can do the same, unless change is needed
8. Reading the Constitution of the organisation. This will tell you what you need to do legally.



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Here are some responsibilities of a Committee member.

1. Acting honestly and 'in good faith'.
2. Not using your position to get things for yourself
3. Keeping information (things you learned at a committee meeting or about other members of the organisation) private
4. Telling anyone about 'conflicts of interest' (a conflict of interest is any situation where you could use your role as a committee member to get something for you personally or for another organisation)

Giving reports to new committee members so that the committee will keep working smoothly

Connect Groups: Telephone: (08) 9364 6909 Rural Freecall: 1800 195 575
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New and Existing Support Group Development, Telephone Information Line,
Information Forums, Facilities and Equipment Hire

On-line Directory of Support Groups and Community Organisations, E-News

People With disabilities WA:

1/37 Hampden Road, Nedlands WA 6009

Telephone (08) 9485 8900 Rural Freecall 1800 193 331

Email: info@pwdwa.org Web: www.pwdwa.org