

Committee Member

JOB TITLE: Committee Member

DATE: May 2011

DATE TO BE REVIEWED: May 2014

JOB SUMMARY

Committee members of the WA Branch of ECA are expected to actively participate in the work of the committee, provide thoughtful input into committee meetings and decisions and to support the goals of ECA.

ELIGIBILITY FOR COMMITTEE MEMBER

Committee members must hold a current individual membership or be the nominated representative of either a current service or organisational member of the WA Branch of ECA.

REPORTING RELATIONSHIPS

Committee members are individual members of the WA Branch of ECA. Committee members have no direct reporting relationships.

DUTIES & ESSENTIAL JOB FUNCTIONS

Committee members are required to:-

- Act in the best interests of the ECA and its members.
- Regularly attend meetings, the Annual General Meeting and important related meetings.
- Stay informed about committee matters.
- Review all relevant material and be prepared for committee meetings.
- Actively participate in and assist in preparation and promotion of ECA functions.
- Support the efforts of the President and carry out individual assignments made by the President.
- Actively participate in the work of sub committees.