Job Description Template - Committee Volunteer (Chair or Member)

# About the organization:

Provide a detailed description of your community sport organization, including its mission, mandate, and values. Explain the board governance model adopted by the organization- Policy, Competency, Advisory etc. Explain the role and functions of the volunteer Board of Directors, its responsibilities, and its impact on the success of the sport organization.

# About the Committee:

Explain the main functions of the committee for which your organization is seeking volunteers. Provide a detailed explanation of the duties and responsibilities of the committee members, who the committee reports to, and what purpose the committee serves in the organization.

# Committee Chair Responsibilities:

Explain the leadership responsibilities of the committee chair and who the chairperson reports to. This should include the preparation and leading of committee meetings, and reporting to the leadership (Executive Director, Board Chair) of the community sport organization.

# Committee Member Responsibilities:

* Taking direction from committee chair on action items and roles in the committee
* Attending regular committee meetings (frequency according to terms of reference)
* Assisting committee chair in preparing written reports that will be distributed to the board of directors.

**Required skills, knowledge, and experience:**

Provide a list of preferred qualifications and experience that a committee member should possess including:

* + Type/duration of sport volunteer experience.
  + Experience as a member of a volunteer committee (and if recruiting for a Chair- “in a previous role as chair or vice-chair”)
  + Passion for community sport
  + Include any certifications and skills required to serve on the committee.

**Time commitment:**

Provide specific requirements for how many hours is required for a volunteer for this committee as well as any important dates that require their attendance (for example. Bi-weekly committee meetings, organizational meetings, event dates, etc.).

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*It will also be important to share the Committee Terms of Reference*

# Committee Terms of Reference:

1. **Purpose:** The purpose of the committee and its goals
2. **Committee Membership**:

The composition of the committee.

* + **Leadership:** Chair, vice chair, secretary, etc.
  + **Members:** Appointed by organizational leadership (executive director/board president) and/or committee chair.

1. **Meetings:**

Explain the term, frequency of meetings, and decision-making process of committee meetings.

* + **Term:** How long the Committee will exist.
  + **Frequency of meetings:** (quarterly, monthly, etc.)
  + **Decision-making process**

1. **Minutes:**

How the action of the Committee is recorded and distributed.

* + **Recording:** Minutes of each meeting are recorded by the Secretary or delegate.
  + **Distribution:** Meeting minutes are organized and circulated to committee members and board of directors.

1. **Reporting:**

How the Committee reports to the Board of Directors.

* + Frequency of reports
  + Type of activities reported to the board.