



*ACT Walking for Pleasure Inc.*

## **RESPONSIBILITIES AND GUIDANCE FOR COMMITTEE MEMBERS**

Committee Members are elected volunteers to ACT Walking for Pleasure Inc. (the Club).

Committee Members are responsible to the members of ACT Walking for Pleasure

### **Primary duties and responsibilities:**

- Attend meetings as and when convened.
- Provide backup assistance to elected office bearers.
- Participate in organising extra curricular activities (eg committee lunches/dinners)
- Discuss and vote about WFP matters at meetings and via email between meetings

### **Knowledge and skills required:**

- Willingness to assist in the administration of the organisation.

### **Estimated time commitment required:**

- Attend (usually) four meetings of approximately 1-1/2 hours each, plus the AGM each year.
- Flexible input for any other assignments.

This information is correct as at September 2018.