



Role Description

Position: Committee Member

Responsible to: DMS Committee

Elected by: **There is no formal election of DMS Committee members.** Financial members of the Society can volunteer to represent the members through their involvement in committee meetings and as an active member of either the Production or Operations sub-committee. Committee members nominate for either the Operations or Production committee as per their interest and skills.

General Statement:

A Committee should operate as a team, draw on the skills and talents of each member, and work toward common goals to ensure the success of the Society. As such, effective Committee members should:

- Demonstrate commitment to the Society
- Have leadership skills and a willingness to accept responsibility
- Have sufficient time to devote to the Committee and to the Society as a whole
- Have an understanding of the role of the Committee and their role within it
- Have listening skills
- Be willing to learn new skills and adapt existing skills to accommodate the changing nature of the Society's business

Responsibilities:

- Attend meetings
- Have an opinion on subjects pertaining to the Society
- Support the Executive Committee in activities as specified
- Take a role in the activities of the Operations or Production sub-committees

Brief Description of activities related to this function:

- Assist in Productions according to your skill base.
- Participate in working bees as specified.
- Generally assist the Executive Committee in their various functions.

Version History			
Version	Prepared/Updated By	Date	Approved
Original	J. Bruce		
Version 1.1	John Nawotka/E. Bruce	12/06/2018	