# Job Description – ACTW Committee Member

## Job Purpose

An ACTW Committee member is required to attend monthly Committee meetings, make representations on behalf of other volunteers and actively assist in managing ACT Wildlife, including via participation on sub-committees, to ensure the organisation meets its aims to rescue, rehabilitate and release native wildlife as well as prevent injury/disease where possible.

## Job Duties and Responsibilities

### Major responsibilities

Committee members must commit to attend 50 percent of all committee meetings in a year and not miss more than three (3) sequential meetings without explanation; meetings are held monthly. Committee members must abide by the [Committee Members Code of Conduct](https://actwildlife.net/wp-content/uploads/2022/03/Committee_Code-of-conduct_final.pdf).

The Committee’s role is to control and manage the affairs of ACT Wildlife. Committee members are required to actively participate in meetings and be willing to provide advice and support to ensure the Committee addresses its role. Members might want to participate in sub-committees on issues where they have expertise or an interest.

Committee members are able to request items be discussed at meetings and this is one of the ways volunteers can raise issues of concern (or merit) with the Committee.

### ACTW Committee members report to

* The Committee and any sub-committees

### ACTW Committee members liaise with

* Members of ACT Wildlife
* Any other parties as requested by the Committee

Experience

An ACTW Committee member must be a member of ACT Wildlife.

Knowledge, Skills, and Abilities

Committee members should have a working knowledge of the organisation.

## Document Control

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