



Staff Social Club

Role Profile for Committee Members

Version	Date Amended
Version 3	10 th July 2019

The committee members have a key role in the successful operation of the committee as they are responsible for ensuring that all decisions are taken in the best interests of the members of the Staff Social Club and that their role is carried out effectively. Individual committee members should demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership (known as The Nolan Principles) in their contribution to discussion and decision making in attending the Staff Social Club Committee meetings.

The Committee should operate as a team, as any committee which works as a group of individuals is at risk of not functioning to its maximum effectiveness and efficiency. The Committee should draw on the skills and talents of each member, and work toward common goals that will ensure the Staff Social Club's success.

Responsibilities include:

- Review all relevant material before committee meetings
- Attend committee meetings, play an active part in discussions and voice objective opinions, in a constructive, non-confrontational manner, on issues, in doing so contributing to collective decision making
- Committee members should attend a minimum of 50% of all Staff Social Club Committee Meetings on an annual basis, either in person or via technology (exceptional circumstances withstanding)
- Committee members should maintain confidentiality at all times
- Pay due attention to Staff Social Club activities that affect or are affected by the committee's work
- Support the efforts of the Staff Social Club Committee chair and volunteer to carry out individual assignments as discussed by the chair where appropriate
- Work as part of the committee to ensure that the committee's work and recommendations are in compliance with relevant Trust policies and procedures.
- Understand and comply with the Staff Social Club constitution and operational policy
- Supporting the designated officers (Chair, Secretary, Treasurer) in being accountable for the use of Social Club Funds, to ensure the best use of resources, including effective governance and risk management processes