

Gisborne Dog Training Club

Job Description: Committee Member

Position Title: Committee Member

Reports To: Committee

Purpose:

The Committee Member supports the work of the committee by contributing expertise, attending meetings, and assisting with tasks that help fulfil the committee's goals. Members work collaboratively to ensure the committee's responsibilities are met efficiently and effectively.

Key Responsibilities:

- Attend and actively participate in scheduled committee meetings.
 - Review relevant materials in advance of meetings and come prepared to contribute.
 - Collaborate with other committee members and stakeholders to achieve the committee's objectives, including responding to Facebook messenger messages and emails from other committee members.
 - Actively assist with the setting up and running of the Kings Birthday Weekend Show, Matariki Scent Trial and December Scent Trial, along with any other shows or trials organised by the club.
 - Offer insights, feedback, and ideas relevant to the committee's work.
 - Complete tasks or assignments between meetings as agreed upon.
 - Run one Basic Obedience Training Session per annum, alongside an experienced Trainer from within the committee.
 - Assist the committee to set up and welcome course participants at Basic Training Enrolment evenings.
 - Assist in evaluating the committee's effectiveness and suggest improvements.
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Qualifications:

- Commitment to the time and energy needed to support the committee.
- Comply by the criteria for Committee Members in NZ – see <https://is-register.companiesoffice.govt.nz/law-changes-for-societies/committees-and-officers/>