



## WCB JOB DESCRIPTION – COMMITTEE MEMBER

- Assist committee
- Act as independent signatory for cheque reimbursement.
- Member liaison.
- Prepare a successor

<b>Task</b>	<b>Detail</b>	<b>When</b>
Assist committee members	Assist with ticket issue and money collection on the bus, in the absence of the Treasurer and assist in anyway at AGM etc.	As required
Act as Joint Signatory	Act as nominated additionally independent signatory for cheque reimbursement to Treasurer, as required	
Member liaison.	Respond to requests from new and existing members for information. Bring to the attention of the Main Committee or represent any concerns or suggestions made by members informally outside of the committee	As required.
Prepare a successor	The preparing of a successor requires full briefings on the role, problem solving and mentoring.	As required