

# PIRATES SOFTBALL CLUB WA INC

## JOB DESCRIPTION FORM

### GENERAL COMMITTEE POSITION

General committee act in a general capacity for the Pirates Softball Club WA Inc. and assist all other committee members as and when required

#### **Responsible to :**

General committee members are directly responsible to the President and the members of Pirates Softball Club WA Inc. There are a maximum of five general committee positions available at any time.

#### **Responsibilities and Duties :**

General committee members should:

- Serve on Sub-committees and disciplinary committees as required
- Assist all other committee members as required
- Represent Pirates Softball Club WA Inc at Softball WA meetings if required
- Fulfil miscellaneous duties of unoccupied committee positions, as and when required by the committee

#### **Knowledge and Skills Required :**

Ideally a general committee member is someone who:

- Has basic computer skills
- Is self-motivated
- Can communicate effectively
- Is positive and enthusiastic

#### **Estimated Time Commitment Required :**

The estimated time commitment required as the general committee member of Pirates Softball Club WA Inc is, on average 1 to 2 hours per week. A general committee member is appointed for a maximum term of 15 months