

Guilderton Country Club

Position Description – Committee Member

1. Position Overview

A Committee Member is an elected member of the Management Committee responsible for contributing to the governance, decision-making, and oversight.

This Position Description is to be read in conjunction with Section 17 of the Club Constitution, which outlines the general roles and responsibilities of Committee Members. This document provides role-specific clarification and does not override the Constitution.

The role ensures compliance with:

- *Associations Incorporation Act 2015 (WA)*
- *Liquor Control Act 1988 (WA)*
- Guilderton Country Club Constitution
- Clubs WA governance and financial compliance standards

2. Primary Purpose

To participate in governance and decision-making, act in the best interests of the Club as a whole, provide input, oversight, and accountability and support lawful, fair, and effective operation of the Club.

3. Core Responsibilities

Committee Members will:

- Attend and actively participate in Committee meetings
- Contribute to informed, balanced decision-making in the best interests of the Club
- Read meeting materials and be adequately informed before making decisions
- Ask questions and apply reasonable judgement when considering matters
- Provide oversight of the Club's financial performance, compliance, and risk
- Receive and consider reports from the Treasurer, Secretary, and Approved Manager
- Support the development and review of Club policies and governance processes

- Act in accordance with the Club Code of Conduct and promote a respectful, inclusive environment
- Maintain confidentiality of sensitive discussions, complaints, and governance matters
- Declare any conflicts of interest and step out of discussions where required

4. Role Boundaries

Committee Members operate at a governance level and do not undertake day-to-day operational functions.

Committee Members must not:

4.1 Operational Management

- Direct, supervise, or manage staff or volunteers
- Provide instructions to bar staff or operational personnel
- Be involved in rostering, staffing decisions, or performance management

4.2 Licensed Premises Control

- Make decisions regarding the service or refusal of alcohol
- Intervene in intoxication management or incident handling
- Override or influence decisions made by the Approved Manager

4.3 Individual Authority

- Act independently on behalf of the Club without approval
- Represent the Club unless authorised

5. Relationships

Accountable to the Members (collectively, via the Committee)

Works closely with:

- President – leadership and direction
- Vice President – governance support
- Secretary – governance processes and coordination
- Treasurer – financial oversight and reporting
- Approved Manager – receiving operational updates, with a clear separation between governance and operations

6. Accountability

Committee Members are accountable to:

The Committee

- Participating in effective governance
- Making informed and lawful decisions
- Supporting Committee processes and outcomes

The Members

- Acting in the best interests of the Club
- Supporting transparency and integrity
- Representing member interests appropriately

Regulatory Obligations

- Complying with obligations under the Associations Incorporation Act 2015 (WA)
- Supporting lawful governance and decision-making

Personal Accountability

- Acting with care, diligence, and good faith
- Using position and information appropriately

7. Review

This Position Description will be:

- Reviewed annually at a minimum
- Reviewed earlier if:
 - Legislative changes occur
 - Governance issues are identified
 - Financial risks are identified
 - Operational boundaries become unclear

7.1 Review Process:

- Conducted by the Committee
- Any changes must be formally adopted by resolution
- Updated versions are to be:
 - Dated
 - Version controlled
 - Distributed to all Committee members