

Peterborough & District Family History Society

Job Description for a Committee Member

NOTE: Committee members are elected at each AGM but specific roles are allocated at the next committee meeting.

This Job Description is for a member of the Committee who does not take on a specific role within the Society.

A Committee Member should try to:

- Attend Committee Meetings:
 - Attendance helps to ensure a quorum;
 - Helps to ensure that a range of relevant views are available for the matters under discussion.
- Help at the monthly meetings:
 - e.g. helping with refreshments, setting up/clearing away tables and chairs, giving votes of thanks and writing up reports for the Journal.
- Attend the AGM:
 - They are elected annually so attendance is important;
 - Attendance helps to ensure a quorum;
 - There are also the same “preparation needs” as for a monthly meeting so their help is important.
- Attend any EGMs:
 - Attendance helps to ensure a quorum;
 - There are also the same “preparation needs” as for a monthly meeting so their help is important.
- Attend Events:
 - e.g. helping set up/clear away stalls;
 - Take a slot to talk to people about the benefits of joining the Society.
- Assist with Projects under the guidance of the Project Co-ordinator;
- Assist in any other way that helps with the smooth running and/or promotes the Society.

Skills Required

- To have organisational skills;
- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to work as part of a team;
- To be flexible.