GRIFFITH WOMEN IN BUSINESS

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# General Committee Member

*Our mission: to build a strong community of professional women in Griffith and surrounds.*

Role description | Version 1.0 | October 2026

THE ROLE

# A seat at the table, and a real say

This is the room where GWIB decides what we take on, what we spend it on, and what we become next. You are in it, with a vote worth exactly as much as everyone else's.

## You do not need experience

Most people who join our committee have never been on one before. You do not need to know how associations work or to have run an event. You need to care about women in Griffith, whether they run a business or work in one, and be willing to say what you think.

## What the role looks like

- **Come along and have your say.** Decisions are made by a majority of those present, and your vote counts the same as the president's.
- **Being there matters.** Four of us make a quorum, so when people show up, things actually get decided.
- **Have a read beforehand.** The agenda and the last minutes land in your inbox 48 hours ahead.
- **Ask about anything that is not clear.** If it is confusing you, it is confusing someone else too.
- **Call a meeting if something needs one.** Any committee member can.

## Where you will have the most impact

Every GWIB event is run by a small subcommittee of three or four, never by the whole committee. That is where the ideas happen and where you get to know everyone properly. The president is in every group chat to help.

You are very welcome on one. You are not expected to be on all of them, and nobody expects you to run one in your first year unless you would like to.

## Who looks after what

- **President.** Chairs our meetings, and looks after our website.
- **Vice-President.** Steps in when the president cannot be there, and usually leads a subcommittee or two.
- **Secretary.** Minutes, meeting notices, the member register, and all of our reporting to the regulators.
- **Treasurer.** Xero, the bank account, payments, and preparing the financials for our annual return.
- **Membership Coordinator.** Welcoming new members and keeping the member register current.
- **Mentor Program Coordinator.** The mentor program, start to finish.

THE PRACTICAL STUFF

# What we ask, and how we work

### You will be a Responsible Person

We are a registered charity, so every committee member is what the charities regulator calls a Responsible Person. Your name and position appear on the public Charity Register.

The duties are common sense. Act honestly and in GWIB's interests. Come to meetings, read what is sent, ask questions. Declare a conflict of interest if you have one. Stay across how GWIB's money is being managed.

## How we work

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| **Meetings** | Monthly, roughly half in person and half online. Online meetings are usually 7:00pm. Our constitution only asks for three a year, so monthly is us choosing to stay connected. |
| **Joining online** | You are treated as present and your vote counts exactly the same. |
| **Notice** | The agenda and the last meeting's minutes are emailed to you at least 48 hours ahead. |
| **Quorum** | Any four committee members. |
| **Terms** | One year, and you are very welcome to stand again. |
| **Events** | Always run by a subcommittee, never the whole committee. |

### If you cannot make a meeting, just tell us

Life gets busy and we all understand that. A quick message before the meeting is all we need, and the committee notes your absence.

Our constitution does have a rule about three missed meetings in a row, but it only applies when there has been no contact at all. It is there for the rare case where someone disappears, not for a busy month.

Any questions at all, talk to the president or another member of the executive.

Adopted and maintained by the GWIB committee, and updated by committee resolution without a members' vote. A role description cannot override the constitution. If the two ever disagree, the constitution wins. Version 1.0, October 2026. Our constitution calls this role an "ordinary committee member".