

Role:	Committee member
Position type:	Volunteer
Hours:	Variable and flexible
Location:	Working from home

Duties and Responsibilities

Committee members are responsible for the day-to-day running of the charity. Duties and responsibilities include:

1. Being prepared to share your ideas and views.
2. Taking ownership and accountability for the fulfilment of tasks assigned to you.
3. Participating in planning activities.
4. Attending monthly committee meetings.
5. Reviewing relevant information prior to meetings.
6. Sending agenda items to the secretary prior to meetings.
7. Reviewing meeting minutes when circulated.

Person Specification

	Essential	Desirable
Experience	Experience in one or more field: <ol style="list-style-type: none"> 1. Administration 2. Accountancy 3. Marketing/PR 4. Fundraising 5. HR 6. Retail 7. Creative/design 8. Supervisory/ management 	

Knowledge	<p>A good understanding of the organisation</p> <p>An understanding of how addiction affects families</p>	An understanding of the charity sector
Skills	<p>Good communication skills</p> <p>Good organisation skills</p> <p>Listens well to different points of view</p>	<p>One or more of the following skills:</p> <ol style="list-style-type: none"> 1. Proficiency in Microsoft Word & Excel 2. Good writing skills 3. Critical thinking 4. Creative/lateral thinking 5. Problem-solving
Personal Attributes	<p>Works well in a team</p> <p>Shows initiative</p> <p>Maintains professionalism</p> <p>Commitment to the charity's Purpose, Vision & Values</p>	
Other	Ability to maintain confidentiality	