

<b>Role:</b>	Committee member	<b>Position type:</b>	Volunteer
<b>Hours:</b>	Variable and flexible		
<b>Location:</b>	Working from home		

### Duties and Responsibilities

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

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

### Experience

**You will have experience in one or more field:**

- Administration
- Accountancy/ fundraising
- Marketing/PR
- Support work
- HR
- Retail
- Creative/design
- Supervisory/ management

### Skills

**A good communicator who listens well to different points of view, you will have two or more of the following skills:**

- Proficiency in Microsoft Word & Excel
- Good writing skills
- Critical thinking
- Creative/lateral thinking
- Problem solving
- Organisation skills

### Personal attributes

- Works well in a team
- Shows initiative
- Maintains professionalism
- Commitment to the charity's Purpose, Vision & Values
- Ability to maintain confidentiality

### Knowledge

- A good understanding of the organisation
- An understanding of how addiction affects families