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|------------------------|---------------------------------------------------|
| <b>Job Title:</b>      | National Committee Member                         |
| <b>Direct Report:</b>  | To the National Coordinator and Board of Trustees |
| <b>Term of Office:</b> | 1 year                                            |
| <b>Salary:</b>         | Voluntary role on an unpaid basis                 |

### **1.0 Role Summary**

1.1 A SKIP National Committee Member is any person elected by the General Assembly, or appointed by the Board of Trustees, as defined in the Constitution

1.2 National Committee Members are members of the National Committee

1.3 The National Committee will normally be composed of 9 Members as follows:

- a) National Coordinator
- b) Volunteer Coordinator
- c) Treasurer
- d) Secretary
- e) Fundraising Coordinator
- f) Research and Development Coordinator
- g) Publicity Coordinator
- h) Training Coordinator
- i) Events Coordinator
- j) Global Health Lead

1.4 Only the following National Committee roles may be applied for either as a single candidature, or as a joint candidacy to be split between two persons: National Coordinator, Research and Development Coordinator, and Training Coordinator.

1.5 National Committee Members are not allowed to hold any other post in SKIP, except Volunteer, Group Leader of Volunteers at a Branch level or Advisor of a Branch in an Advisory role with no voting rights.

1.6 Please see Section 5 of the SKIP Bylaws for more detailed descriptions of each role

## **2.0 Main Responsibilities of the National Committee**

2.1 The National Committee is the body responsible for the work of SKIP between the General Assembly Meetings, within the mandate, guidelines and decisions provided by the General Assembly and Board of Trustees.

2.2 The National Committee Members shall:

- a) Abide by the Constitution and Bylaws.
- b) Apply strategic and operational planning and Project management standards.
- c) Make an effort to attend all General Assembly Meetings and Big Weekends.
- d) Send a progress report to the SKIP National Secretary at the latest of one month before the General Assembly Meeting.
- e) Provide information concerning his activities upon request to any Member Organisation, other Members of SKIP or the Board of Trustees.
- f) Maintain regular communication with National Committee and the Member Organisations.
- g) Assist the National Secretary in maintaining and updating the SKIP Databases.
- h) Attend their incoming and outgoing Handover meetings.