

## **TWAPSG COMMITTEE MEMBER ROLE DESCRIPTION**



### **PURPOSE OF THE ROLE**

To work as part of a team to help organise meetings, events and fundraising activities. To play an active role in discussions about how funds should be spent and the direction of the group.

### **MAIN TASKS**

- Work with other committee members under direction of the Chair in the interests of the group.
- Help to draw-up the meeting, event and fundraising activity schedule for the next year.
- Be willing to take responsibility for an event or fundraising activity by leading or being part of an event sub-committee.
- Play an active role in discussing how funds should be spent.
- Play an active role in deciding the direction of the group.
- Attend committee meetings 4 times per year.

### **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:**

- Some spare time and a willingness to get involved!
- An open mind and respect for the opinions of others.
- Good organisational skills and ability to work as part of a team.
- Good communication and listening skills.
- Willingness to attend Diabetes UK Safeguarding training.
- Willingness to submit to a Disclosure and Barring Service (DBS) check.