

# MCA Member

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DUTY STATEMENT

# MCA MEMBER

## DUTY STATEMENT

<b>Title:</b>	General Member	<b>Elected date:</b>	July Every Year
<b>Length of term:</b>	One Year	<b>Reports to:</b>	Executive Committee
<b>Salary/Remuneration:</b>	Volunteer	<b>Last revision date:</b>	1 July 2018
<b>Key Performance Indicators:</b>	Attendance/Tasks	<b>Prepared by:</b>	Trent O'Sullivan

## SUMMARY

All members have an important role to play in the Association.

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## PRIMARY RESPONSIBILITIES

- Support the Association by participating actively and constructively at General Meetings.
- Regularly attend General Meetings.
- Must remain a financial member.
- Participate in discussions and decisions of the Association.
- Support all decisions voted by the majority at the General Meetings.
- Volunteer to support Association activities as time allows.
- Keep in touch with the staff, other Committee Members and build a collegial work relationship which contributes to consensus.
- Is familiar with the Constitution and Rules.

## QUALIFICATIONS AND SKILL REQUIREMENTS

1. Act honestly and in good faith.
2. Ensure the Association carries out activities in accordance with its intended purpose.
3. Act in the best interests of the Association.
4. Respects privacy and confidentiality of information obtained in the course of the operation of the Association.
5. Disclose potential conflicts as they arise.
6. Adhere to the Associations Code of Conduct and ethics.
7. Encourage new ideas and a good listener.

## TIME COMMITMENT REQUIRED

1. Attend General Meetings monthly.
2. Interact and follow MCA & Facebook sites.
3. Support and/or attend Annual Awards Dinner.