



Committee Member Role

Criteria

- Will be a financial member of the association
- Will be directly responsible to the members of the association
- Will be a member of the Management Committee of the association
- Has experience or an interest in care of Day Surgery patients

General

- Assist in setting up and closing venues for Education Sessions
- Assist in welcoming all members at Education Sessions
- Makes a positive contribution by being flexible and willing to assist the Management Committee members where required
- Seeks to understand the roles of the other committee members

Activities

- review minutes of previous meeting and agenda prior to each meeting and attends the planned meetings on a regular basis
- Understands the role of all Management Committee members
- Provides a positive contribution to the agenda items
- Undertakes roles and responsibilities designated by the President or Office Bearers