Role Description/ Responsibilities of a General Committee Member

The General Committee Member positions (2 available) on the Thriving Women 2027 Team provide an opportunity for an individual to be a part of the conference team without having to lead a portfolio area. This position is available to a new team member who is keen to learn and gain skills in implementing the Thriving Women conference, or for a member who is 'pulling back' that can continue to provide support to a new portfolio manager. These positions are an important support to the WoTL Event Coordinator and the successful delivery of the conference.

The position provides the opportunity to learn about event management within a supportive team environment. General Committee Members may be required to step up to a portfolio lead if an unexpected situation arises where a team member can no longer meet their obligations or requires additional support.

Ideally one Generally Committee member will be filled by a person who has the intention of remaining on the Thriving Women Conference team for two years and be involved in the organisation of Thriving Women 2028. This is part of the succession planning for the conference team and the on-going model for the successful and continued implementation of Thriving Women.

As a General Committee Member you will:

- Participate in all Conference Team Meetings (in-person and on-line).
- Provide support to Conference Portfolio areas as required.
- Have input into key decisions.
- Work effectively as part of the team in planning and delivering Thriving Women 2027
- Be able to pick up additional duties as required.
- Assist with Conference venue set-up and pack-up.
- Participate in conference evaluation.
- Ensure that the WoTL and TW brand and values are upheld in the delivery of the event.