

## **ROLE DESCRIPTION: CO-OPTED MEMBER**

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The duties of a co-opted member are as follows.

- Bringing specific skills and experience to the committee
- Undertaking, as agreed with the committee, special projects, expanded activities or defined tasks as agreed with the committee
- Attending bi-monthly committee meetings as required by the Chair
- Providing reports to the Chair or other member of committee

Co-opted members are not elected by the Friends and will not be appointed as a charity trustee. The term of appointment should be short-term and co-opted members may be invited to stand as an elected committee member at the next AGM.

Co-opted members do not have to be members of the Friends.

### **Person specification**

- A commitment to the association
- Good management skills and able to deliver specific projects or activities on time and on budget
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An ability to work effectively as a member of a team