



JOB TITLE: General Committee Member

DATE: 02/10/19

REPORTS TO: REAIE Executive and Committee

POSITION: This is a voluntary position with role related expenses being met by REAIE

POSITION DESCRIPTION

Purpose of role To advocate for the work of REAIE in collaboration with other Committee members, staff and the REAIE membership.

***To be read in conjunction with:**

- **The Committee Code of Conduct,**
- **The REAIE Vision and Mission Statement**

You have a responsibility to defend and promote the work of Reggio Children.

Main

duties/responsibilities of the role

- Acting with care and diligence as a representative of REAIE, advocating for the work of REAIE.
- Developing and maintain professional relationships with staff members.
- Signing and committing to the Committee Code of Conduct.
- Actively attend and participate in at least 70% of Committee meetings, Project Group meetings and Task Group meetings.
- Actively engaging in Committee business and decision making, including preparing in advance of meetings e.g., reading all papers and seeking clarification as required prior to the meeting and committing to follow up any actions promptly in preparation for the next mtg for Project Groups and whole Committee.
- Monitor REAIE emails and responds within 48 hours.
- Contributing to meeting agendas and thoroughly communicating Project Group business.
- Supporting other members' contributions to the work of REAIE.
- Maintaining confidentiality about all aspects of Committee discussion and decision-making.
- Acting according to REAIE policies and procedures.

The above list is not exhaustive, and the role may change to meet the overall objectives of the organisation in line with the requirements from Reggio Children as a member of the International Network.

Other duties

- Fulfil other duties as required by management and the REAIE Committee as requested/required.

PERSON SPECIFICATION

Knowledge/ Experience:

The individual should:

- Have a strong pedagogical background.
- Have strong leadership and management experience.
- Actively demonstrate and advocate for the values of the organisation's vision and mission.
- Demonstrate knowledge of and understanding and commitment to the organisational aims and objectives.
- Demonstrate strong understanding of and a commitment to promote the educational project of Reggio Emilia.
- Demonstrate a genuine interest in advancing the work of REAIE.
- Always acts with honesty, integrity, trust, respect, and collegiality.
- Demonstrate a collaboration and open communication.
- Display excellent communication skills and interpersonal skills.
- Adopt an ethical approach to decision making and demonstrate an ability to be impartial and objective.
- Demonstrate a willingness to develop relationships with key stakeholders.
- Understand the commitment of the role in an Australian context.

**Skills, competencies,
and personal attributes**

The individual should have:

- Excellent communication skills
- An ability to negotiate and express a point of view sensitively.
- An ability to work autonomously and as part of a team.
- An ability to build and maintain professional business relationships.
- A professional approach.
- Organisational and time management skills
- A positive approach to change.

This position description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties.

ACKNOWLEDGEMENT

I certify that I have read, understood, and accept the duties, responsibilities, and obligations of my position.

SIGNED BY YOU

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Date

SIGNED BY MANAGEMENT

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Manager

Date