



## **5 Sqn Parent Support Committee**

C/- North Shore Aero Club,  
300 Postman Road,  
Dairy Flat, Auckland 0794  
<http://www.5squadron.org.nz/>

# ***Job Description: Committee Member***

## **Position Overview:**

A General Committee Member of the Air Cadet Parent Committee contributes to the committee's activities by participating in discussions, assisting with various tasks, and supporting the overall goals of the committee. General Committee Members play a crucial role in ensuring the successful operation and advancement of the cadet unit.

## **Key Responsibilities:**

### **Committee Meetings:**

- Attend committee meetings and actively engage in discussions, providing input and insights on various topics.
- Contribute to decision-making processes by offering diverse perspectives and expertise.

### **Event Planning and Coordination:**

- Assist in planning, organizing, and executing fundraising events, community outreach activities, and cadet unit events.
- Participate in event subcommittees, taking on specific roles and responsibilities as needed.

### **Fundraising Support:**

- Collaborate with other committee members to develop fundraising strategies and ideas.
- Assist in promoting fundraising events and encouraging community participation.

### **Grant Application Assistance:**

- Provide information, insights, and data to support the preparation of grant applications.
- Assist in gathering relevant documentation and evidence for grant proposals.

### **Equipment Procurement:**

- Contribute to discussions about equipment needs for cadet activities, especially camping and training.
- Assist in researching, evaluating, and selecting appropriate equipment and supplies.

**Collaboration and Communication:**

- Work collaboratively with other committee members to achieve the committee's goals.
- Maintain open and effective communication with fellow committee members and external stakeholders.

**Initiative Support:**

- Take on specific tasks or responsibilities based on individual skills, interests, and availability.
- Support special projects, initiatives, or tasks as requested by the committee chair or fellow members.

**Committee Outreach:**

- Promote the committee's activities within the cadet unit and the broader community.
- Encourage involvement and participation of cadet unit families and community members in committee events.

**Qualifications:**

- Enthusiasm for supporting youth development and community engagement.
- Strong communication skills and a willingness to actively participate in discussions.
- Ability to collaborate effectively with diverse committee members and stakeholders.
- Flexibility to take on various tasks and adapt to changing priorities.
- Problem-solving skills and a proactive approach to addressing challenges.
- Willingness to volunteer time and effort for committee activities and events.
- Commitment to the mission and values of the cadet unit and the committee.