

Role Profile: General Committee Member of West Ham United Supporters' Club

Position Summary:

A General Committee Member of West Ham United Supporters' Club is an active participant of the strategic direction, governance, and operational success of the club. Committee members work collaboratively to support the club's mission, engage with members, and ensure that club activities align with its values and goals. This role requires regular attendance at meetings and active participation in club events and initiatives.

Key Responsibilities

1. Strategic Planning and Decision Making

- Attend regular Committee meetings, contribute ideas, and participate in discussions to support the club's strategic direction.
- Collaborate with other Committee members to set club policies, initiatives, and priorities.
- Review and approve budgets, proposals, and reports related to club operations and development.

2. Member Engagement and Advocacy

- Serve as a representative of the club's membership, gathering feedback and conveying member concerns to the Committee.
- Attend club events and foster positive relationships with members, acting as a welcoming presence and point of contact.
- Support initiatives to increase member engagement, satisfaction, and retention.

3. Event and Program Support

- Assist in the planning, organisation, and execution of club events and programs, working closely with relevant Committee members.
- Take on specific roles or responsibilities for events as required, such as event set up.
- Contribute to post event evaluations and share insights to improve future events and activities.

4. Financial and Operational Oversight

- Review financial statements, budgets and reports to ensure sound financial practices and sustainability.
- Help oversee club resources, ensuring responsible use and management of club assets.
- Provide input on operational decisions that impact the club's day to day activities and long-term goals.

5. Committee Collaboration

- Work constructively with other Committee members, respecting diverse perspectives and building consensus on key decisions.
- Participate in sub-Committee or groups as needed, taking on specific projects that align with individual skills or interests.
- Support the club's leadership by contributing skills, expertise, and time to key projects and initiatives.

6. Compliance and Governance

- Ensure the club adheres to its governing policies, Constitution, and any applicable regulations.
- Uphold the highest standards of integrity and transparency in decision making and club operations.
- Promote a culture of inclusivity, respect, and adherence to the club's mission and values.

Qualification and Skills

- **Experience:** Prior experience in a nonprofit club, or volunteer organisation is beneficial but not essential.
- **Skills:** Strong communication and interpersonal skills, with the ability to engage positively with members and Committee members.
- Strategic and analytical thinking, with a proactive approach to problem solving.
- Knowledge of club management, event planning or financial oversight is advantageous.
- **Attributes:** Passionate about the club's mission and dedicated to enhancing members' experience.
- Collaborative team player, open to new ideas and respectful of others' opinions.
- Integrity, reliability, and a strong sense of accountability.

Time Commitment

Attend Committee meetings, as well as the Annual General Meeting (AGM).

Participate in club events, social activities and any subcommittee as required.

Match-day presence.

Last updated: 24/02/25