

# Committee roles and responsibilities

## Elected Committee Member

- The post is Elected to the SHINE Committee
- The term of office is 2 years
- No requirements for this post are laid down in the SHINE Constitution but the member may take on functional roles as required under paragraph 9 of the SHINE constitution.
- The main duties & responsibilities of this post:

Attend Committee meetings

Participate in SHINE decision making process by discussing and voting on issues at Committee meetings

Support objectives of SHINE as an organisation

Be aware of work of SHINE and represent interests of SHINE members

Raise topics of concern or interest to SHINE members

Participate in/lead short term/life working groups

Research/investigate/write up/present papers on issues relating to SHINE business, as required

- Other duties & responsibilities outwith SHINE:

Promote the role of SHINE when opportunity presents

Represent SHINE on other bodies

- No specific requirements or skills are required but enthusiasm, commitment and interest is helpful.