



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE COMPILER OF THE COMPENDIUM OF WFP COMMITTEE DECISIONS

The Compiler of Compendium of WFP Committee Decisions is a volunteer of ACT Walking for Pleasure Inc. (the Club).

Note: Because of the implications of Rule 6.6 of *A.C.T. WALKING FOR PLEASURE INCORPORATED – RULES OF THE ASSOCIATION* [The Rules] the person occupying this position must be appointed as a sub-committee under Rule 4.9 [a].

Primary duties and responsibilities:

- Examine, after approval, Minutes of Committee and General Meetings.
- Précis Decisions and decide appropriate Decision classification and consolidate into the Compendium of Decisions.
- Circulate to Committee Members.

Knowledge and skills required:

- Ability to analyse Minutes, understand the essence of a Decision, and insert it into the appropriate classification in the Compendium.

Estimated time commitment required:

Approximately 15 minutes per set of Meeting Minutes.

This information is correct as at September 2018.