



Outline of Responsibilities of Committee Members

The F.O.O.D Week Committee is responsible to manage itself on behalf of the members. These responsibilities include:

- Promoting the produce of the 3 LGAs
- Attending regular meetings as advised by the Secretary, usually once a month from May to September then every two weeks until F.O.O.D Week
- Participating in the management of F.O.O.D Week including planning signature events supporting the region's food and wine, producing the Program and other marketing initiatives
- Developing and managing external relationships with relevant bodies such as Sponsors, Councils and Partners
- Obtaining resources and ensuring that all [financial](#) and [legal matters](#) are properly managed
- Making decisions that are in the best interest of the Association and not for individual gain
- Ensuring that committee members do not have conflicts of interest affecting decision making

The Committee operates as a team, draws on the skills and talents of each member, and works toward common goals to ensure Association success. You, as a committee member, should have:

- A commitment to Orange food producers, wineries, restaurants and other business members of the organisation. Also a commitment to the social members of F.O.O.D
- Knowledge of the constitution of FOOD OF ORANGE DISTRICT WEEK INC
- Sufficient time to devote to the Committee
- An understanding of the role of the Committee
- Understanding that the Committee as a whole is responsible for managing F.O.O.D events, and any new ideas should be presented to the committee before being promoted to others
- Time to contribute occasionally to the many small services needed to keep the organisation running, such as envelope stuffing, updating inventories, proof reading etc

It is important that the Committee is made up of volunteers who devote their own time to managing the Association, people with a range of skills and expertise to support its broad range of governance and development needs.

Remember, Every Week is Food and Wine Week in Orange!