

The Puckapunya & District Neighbourhood Centre

GENERAL / POLICIES & PROCEDURES

Policies & Procedures Responsibilities

- ✦ Review and update policies and procedures when necessary with assistance of the committee

General Committee Responsibilities

- ✦ Ensure that you have full knowledge and understanding of the Model Rules and all policies and procedures to the Association.
- ✦ Ensure that you recognize your role and responsibilities and approach your commitment with due attention and diligence.
- ✦ Be pro active and willing to participate and respond to feedback, requests, committee meetings and group messaging.
- ✦ Attend PDNC social events when possible.
- ✦ Be prepared to represent and promote the PDNC Organisation at all times with a positive attitude.
- ✦ Ensure you are respectful to the staff, committee and community