



**C/o Adult Learning  
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## ALF Training 2022 Session 1

### COMMITTEE SKILLS

#### What is a committee?

According to the Oxford English Dictionary, a committee is 'a group of people appointed for a **specific function** by a larger group and typically consisting of members of that group'.

#### What is the **function** of the ALF Committee?

To support the students who attend Adult Learning.  
To raise matters concerning students with Adult Learning.  
To raise awareness of Adult Learning in the community.  
To work alongside Adult Learning at functions, etc.  
To manage finances on behalf of ALF and Adult Learning.

#### What is the legal duty of a committee member?

To act with good faith and honesty in the best interests of the organisation.  
To act with reasonable care and diligence.

## What makes a good committee member?

Highly recommended skills and attributes include:

- commitment to the organisation's objectives
- the ability to think critically and analytically
- the ability to think creatively and laterally
- ethical and moral behaviour
- an understanding of basic finance
- understanding of stakeholders and their needs
- independence of thought
- ability to think strategically
- ability to operate as part of a team
- effective interpersonal and communication skills