



Australian Government

BSBSS00075 Coordinate Committee Activity Skill Set

Release 1

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Modification History

Release	Comments
Release 1	This skill set first released with BSB Business Services Training Package Version 2.0.

Description

This skill set addresses the skills, knowledge and performance requirements to coordinate association/club committee activity, incorporating compliant organisational practices.

Pathways Information

Units from this skill set can contribute to credit towards BSB40915 Certificate IV in Governance.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- BSBGOV405 Undertake the roles and responsibilities of committee or board members
- BSBCOM406 Conduct work within a compliance framework
- BSBGOV501 Review and apply the organisation's constitution

Target Group

Club/Association Executive Officer/CEO/ President
Club/Association Committee/Board members

Suggested words for Statement of Attainment

These units of competency from the BSB Business Services Training Package meet the industry requirements to coordinate committee activity in an association/club.

Custom Content Section

Not applicable.