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## **Executive Committee Double Position Description**

*Note: there are six Executive double positions: President double, Vice President double, Secretary double, Treasurer double and two General Member doubles.*

**POSITION OBJECTIVES:** To develop, and/or share existing, knowledge and skills in the governance roles of Scarlet Alliance and to contribute to policy and discussion in order to inform decision making by the Scarlet Alliance Executive Committee. The role assists in building skills and sustainability within the organisation and contributes to meeting the Scarlet Alliance aims and objectives.

### **PRIMARY RESPONSIBILITIES**

The Double positions (President double, Vice President double, Secretary double, Treasurer double, General Member doubles):

- step up into Scarlet Alliance Executive Committee roles (where required)
- undertake the work outlined in the position description for the role they are stepping up into
- develop knowledge and skills in the governance roles of Scarlet Alliance and
- contribute to policy and discussion in order to inform decision making by the Scarlet Alliance Executive Committee.

*Note: All duties conducted are to be guided by the Scarlet Alliance Strategic Plan and the Scarlet Alliance objectives (links provided at end of Position Description).*

### **REPORTING STRUCTURE**

The doubles roles report directly to the Scarlet Alliance Executive via the Vice-President. If the double is requested to represent Scarlet Alliance on Advisory Boards, Committees, Working Groups or at Conferences they will be required to submit a report to Scarlet Alliance within four (4) weeks unless it is a matter of urgency. The report should be submitted by email to the Vice President of Scarlet Alliance using the approved prescribed format, as per Appendix 6 of the [Scarlet Alliance Constitution](http://www.scarletalliance.org.au/library/appendix6) - <http://www.scarletalliance.org.au/library/appendix6>.

All reports are confidential to the Executive until the Executive approves its release, either to the membership or publicly. This includes the Scarlet E-List, membership or general public.

### **SUPERVISION**

The main contact for this position is the Vice-President who co-ordinates stepping up/down and work plans. Doubles are encouraged to work closely with their counterpart on the Executive, The Scarlet Alliance executive will provide mentoring and training where possible.

### **APPROVAL PROCESS**

In some cases an Executive double will be asked to step up into representative roles when they hold specific experience, knowledge or skills. All Scarlet Alliance external documentation (including abstracts, articles), presentations and workshops are

provided to the Scarlet Alliance Executive in writing (emailable format) for approval. A two-week turnaround period for approval is required.

If a double is requested to undertake media representation, the details of the media and an agreed approach, are to be approved by the CEO.

### **NOMINATION PROCESS**

The Doubles position are elected through a nomination process at the Scarlet Alliance Annual General Meeting. The term of the position spans 12 months, from one Annual General Meeting to the next. For each position that is contested (where there are more nominations than there are vacant positions) an election will be held where the nominees skills and experience shall be taken into consideration. Only current and former sex workers, who are not owners or operators are eligible for Scarlet Alliance membership and leadership roles.

### **DELEGATION and SCOPE**

The double roles are not Executive Committee positions and do not have voting, decision making, representative or governance authority within the organisation unless stepping up.

The position enables a two-way exchange as doubles contribute to discussion informing Executive Committee decisions and have the opportunity to learn/share experience about the Executive Committee roles and build governance skills.

An Executive double must not represent themselves as being part of the Executive Committee of Scarlet Alliance or as holding a representative role within the organisation except when authorised by the Executive.

### **OTHER RELEVANT DOCUMENTS**

**Scarlet Alliance aims and objectives**

<http://www.scarletalliance.org.au/object/>

Scarlet Alliance constitution -

<http://www.scarletalliance.org.au/who/constitution-2003>

**Scarlet Alliance Strategic Plan 2014-2017** [http://www.scarletalliance.org.au/library/stratplan\\_1417](http://www.scarletalliance.org.au/library/stratplan_1417)

Report pro forma (constitution appendix 6)-

<http://www.scarletalliance.org.au/library/appendix6>