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Governance Information for Scarlet Alliance Executive Committee Roles Relevant to Secretary Double and General Member

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Good governance is a skill anyone can learn!

Scarlet Executive Committee

Is made up of the following positions: President, Vice-President, Secretary, Treasurer, 2
General Members, CEO non-voting

*Non Voting Observers: President Double, Vice President Double, Secretary Double,
Treasurer Double, 2 General Member Doubles*

The Executive Committee is the governance committee of Scarlet Alliance.

The Scarlet Alliance National Forum occurs once a year and is the most important decision making body of the organisation. During the rest of the year there is a Scarlet Alliance Executive Committee that is delegated the responsibility to make governance decisions for the organisation, that are accountable to the membership. The National Forum and the voting membership are at the top of the Scarlet Alliance governance structure.

Decision making

Decisions made by the Scarlet Alliance Executive rely on the group reaching a consensus. This means the issue is discussed and the group finds a position where shared agreement can be reached.

Doubles

The Doubles roles are twinned to a position on the Executive Committee (President, Vice President, Treasurer, Secretary and two General Members) and are elected positions. Doubles are supported to gain knowledge about the Executive Committee process by observing the list decision making processes and attending invited teleconferences and meetings. The Doubles are provided with orientation and provided the opportunity to develop governance skills during this phase through discussion, observation, opportunities to act in positions and the role modeling of Executive Committee members.

The roles step-up into vacant positions when an Executive Committee Member, is away or the position is vacant

Communication

There are a variety of systems of communication that allow distribution of information and forums for decisions to be made.

Executive Email List

A Yahoo Groups email list is the main method of communication, decision making and approvals.

Decisions on many issues are made via email where possible. The Executive members are required to reply to the emails as soon as possible- often adding track changes to documents or providing feedback or asking questions with an aim to make consensus decisions within a 2 week turn around.

All Executive Committee members are required to dedicate eight hours per week to Scarlet Alliance governance responsibilities on the e list. This means 8 hours a week monitoring and contributing to the e list, but in addition you may also need to do work to support you making decisions on the e list. Eg. phone conversations/skype/meeting up with other exec members and reading/editing documents or doing background reading. You may also need to attend external meetings to undertake representation or advocacy; this is in addition to the eight hours contribution to the Executive e list.

Face to face meetings

Scarlet Alliance holds quarterly face to face Executive meetings.

Conflict of Interest

Scarlet Alliance Executive Committee members must announce a conflict of interest prior to a discussion or decision or at any point that a conflict arises. The remaining Executive Committee members will then determine whether the conflict is such that the person cannot be expected to make a fair and unbiased decision – in which case the person will leave the decision making forum (room or call etc) until after the decision is made.

Confidentiality

Executive members and doubles will be asked to sign a confidentiality agreement which covers both the period of time they are an Executive Committee Member and after that time.

Staff

Executive committee members are not responsible for the direct supervision or management of staff.

Representation Roles

When a Scarlet Alliance Executive Committee member represents the organisation: as part of a working party or committee; at a meeting or conference; during a teleconference; by providing training; during a media interview or by writing an article or editorial the person must clearly articulate that they are a Scarlet Alliance representative and explain who the organisation is and its contact details.

All Scarlet Alliance Executive members who represent Scarlet Alliance must report back to the Executive Committee in a timely manner.

Sitting Fees

Executive committee members are able to claim \$100/day for attendance at Executive face to face meetings and a Quarterly Executive Sitting Fee of \$750.00 per quarter (\$3000/year). This amount is a contribution toward the costs of participation for executive committee members (internet access, printer costs etc).

Readings to get you prepared for the role.

The Scarlet Alliance website will provide you with access to a range of documents that will help you to gain some background and understanding of the organisation.

Recommended readings include:

History

www.scarletalliance.org.au

>click on Who we are

>click on History

Objectives

You can find this document at www.scarletalliance.org.au

>click on Scarlet Objectives

Scarlet Alliance constitution

You can find this document at www.scarletalliance.org.au

>click on the left hand column who we are

>click on constitution