

---

## **Doubles Positions Description**

### **Scarlet Alliance Executive Committee Roles**

---

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

#### **POSITION OBJECTIVES**

To create sustainability in the leadership and governance roles of Scarlet Alliance and to extend the capacity of the Scarlet Alliance Executive Committee. The roles allow members to observe and support those in Executive Committee roles through mentorship, skill-sharing, and/or allowing Doubles the option to share in the work of the roles.

#### **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) to undertake the work outlined in the position description for the role
- have the scope to provide input through their counterpart on the Executive Committee
- develop knowledge and skills in the governance roles of Scarlet Alliance or share your extensive knowledge and skills with an Executive Committee member, 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**

Where a double serves in a representative role, the reporting responsibilities for that role apply. See the position description and other documentation for that role for details on your responsibilities.

#### **SUPERVISION**

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

#### **DELEGATION & 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.

#### **LINKS TO KEY DOCUMENTS**

Scarlet Alliance Aims & Objectives <http://www.scarletalliance.org.au/object/>

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

Report pro forma (constitution appendix 6) <http://www.scarletalliance.org.au/library/appendix6>

Scarlet Alliance Strategic Plan 2018-2020

<http://www.scarletalliance.org.au/scarlet/who/stratplan/stratplan18/>