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President Position Description

Last updated 7th October 2020

The President (and Doubles, when they are stepping up as President) will be expected to:

- Attend regular Executive teleconferences (times and frequency determined by the Executive, minimum of once a month)
- Attend 4 x 3 full-day face to face meetings in Sydney per year (as permitted by national travel/COVID restrictions. Will be expected to attend alternative format meetings if such restrictions apply)
- Attend 1 day pre-meeting and 3 day National Forum
- Participate in Executive E-list discussion and decision-making
- Participate in the creation, editing and/or approval of Scarlet Alliance documentation
- Contribute to decisions on the Executive E-list - minimum 10 hours volunteer work per week

Furthermore, it is within the President's role to:

- Chair meetings of the Executive Committee (including teleconferences and face to face meetings)
- Ensure meetings are conducted in a fair manner
- Formulate meeting agendas with the Secretary and CEO
- Ensure the Executive Committee are clear as to their responsibilities in relation to:
 - membership
 - the constitution, policies and guidelines of Scarlet Alliance
 - the Incorporated Associations Act
 - employment
 - meeting procedures
 - any governmental Acts which affect its work
- Maintain the president@scarletalliance.org.au email account
- Be the official point of contact between membership and the Executive Committee
- Induction/orientation of new executive members and others (coordinated with President and Vice President)
- Represent the organisation publicly by:
 - networking with other allied organisations and key individuals
 - speaking at rallies, events, conferences
 - presenting at conferences, speaking on panels
 - submitting abstracts, writing articles/opinion editorials
 - sourcing new contacts and relationship building

- Undertake (or delegate) supervision of the CEO on behalf of the executive committee
- Oversight of Executive Committee capacity (in conjunction with Vice President) throughout term, and incorporating feedback from Committee members
- Represent Scarlet Alliance on working groups or committees
- Attend monthly meetings with the CEO
- Lead and drive the work of the Executive Committee throughout the year - maintaining momentum and progressing the strategic plan
- Work with the Secretary and membership on Constitutional change, where necessary
- Coordinate re-credentialing of member and associate organisations as per the Constitution
- Investigate new areas of funding (in coordination with CEO/Treasurer)
- Chair the Annual General Meeting at the National Forum
- Report to the membership at the general meetings of Scarlet Alliance

All Scarlet Alliance Executive Committee members are responsible for the governance of the organisation.

This includes contributing to:

- Strategic planning
- Strategic steering
- Providing financial oversight
- Risk management
- Delegations
- Organisational policies & procedures
- Managing conflicts of interest
- Complaint resolution
- External relationships, advocacy, representation & marketing