

APPENDIX 2:

[As per Scarlet Constitution s. 18 (c)]

DUTY STATEMENT OF ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS & REPORTS TO AGM BY COMMITTEE MEMBERS.

Title: Committee member of Scarlet Alliance

Responsible to: Scarlet Alliance members and member organisation.

Duties:

1. Hold office until the conclusion of the Annual General Meeting following the date of the person's election or nomination.
2. Attend all Committee, general, special and national forum meetings as required in the manner stipulated (eg face to face, teleconferencing, by snail mail or email).
3. Consider each issue brought to the Committee in terms of how it affects Scarlet and all its members, not necessarily those of any state and territory.
4. Prepare briefs and reports for presentation to the Scarlet Alliance AGM regarding issues that your organization/project has been involved in during the preceding year. The report to the AGM should be in a written format and include some of the following issues: resources produced by the organization/project, campaigns run by the organization/project (political, educational, etc.), media, organisational issues (eg staff nos, restructuring, constitutional changes, etc.), research conducted or involved in, no. of clients serviced (male, female, transgender), legal &/or policy changes.
5. Committee Members may submit resolutions or make recommendations for consideration by Scarlet.
6. Committee Members may from time to time seek Scarlet's advice on issues that their member organization/project is considering.
7. Ensure effective communications with your organisation's/projects' members and staff of Scarlet issues and report back by:
 - a) ensuring you bring Scarlet issues to staff meetings, management committee members,
 - b) encouraging your members and staff to attend national forums,
 - c) using your existing networks to encourage dialogue and written communication on national issues,
 - d) encourage participation in sub-committees, working groups, etc. of Scarlet.
6. All other duties as may be required by the Committee under the Constitution.