

Job Descriptions – Scarlet Alliance National Forum for Sex Workers and Sex Worker Organisations in Australia

The President

- (1) There shall be a President, who shall have the following duties:
 - (a) consult members on a regular basis;
 - (b) be the contact for Scarlet;
 - (c) be the contact to the AFAO Executive Scarlet representative,
 - (d) in consultation with other executive members determine when, where and how the executive meets,
 - (e) chair all meetings,
 - (f) ensure meetings are conducted in a fair manner,
 - (g) in consultation with the Secretary prepare the agenda for all meetings,
 - (h) represent the views of Scarlet at all meetings,
 - (i) prepare and distribute a monthly activities report to Scarlet member representatives,
 - (j) Ensure the Executive and Committee are clear as to their responsibilities in relation to:
 - (i) membership
 - (ii) the constitution, policies and guidelines of Scarlet,
 - (iii) the *Incorporations Act 1991 (ACT)*,
 - (iv) funding agreements entered into,
 - (v) as an employer
 - (vi) meeting procedures,
 - (vii) any governments Acts which affect it's work and meet those responsibilities properly.
 - (k) report to the Annual General Meeting.
- (l) The Vice-President will fulfil the roles and functions of the President in their absence or at the President's request.

SECRETARY

- (1) the secretary must take and keep accurate minutes of-
 - (a) all elections and appointments of office-bearers and the ordinary Executive member,
 - (b) the names of members of the Committee present at a Committee meeting, Executive, special meeting and general meeting, and
 - (c) all proceedings at Committee meetings, Executive meetings, Special meetings and general meetings,
- (2) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or the person presiding at the next meeting
- (3) Prepare a draft agenda for each meeting as appropriate from the previous draft minutes and forward to the President and other members for finalisation and additional items.
- (4) Hold records of results, correspondence and reports regarding all elections.
- (5) Ensure all originals of all mail received addressed to Scarlet Alliance, including past staff and management members is forwarded to the President and keep copies on file.
- (6) Keep a record of correspondence in and out,

- (7) Ensure a list of correspondence is included in meeting papers,
- (8) Distribute notification of meetings, agendas, meeting papers and background papers to members.
- (9) Distribute and receive notices and nomination forms to member representatives seeking Scarlet representation on outside Committee, working groups, etc.

TREASURER

- (1) The Treasurer of Scarlet must:
 - (a) Collect, receive and bank all monies due to Scarlet and make payments authorised by Scarlet,
 - (b) keep correct accounts and books showing the financial affairs of Scarlet with full details of all receipts and expenditure connected with the activities of Scarlet,
 - (c) Prepare financial budgets, cash flows and organisation budgets,
 - (d) Prepare and present reports to the Committee at least quarterly.
 - (e) Present the financial report to the Annual General Meeting.
 - (f) Liaise with the Secretary to ensure that subscriptions are properly accounted for.
 - (g) Liaise with and assist the auditor in appraising books of account.