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# Doubles Position Description

*Last updated 7th October 2020*

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

## **POSITION OBJECTIVES**

To develop, and/or share existing knowledge and skills in the governance roles of Scarlet Alliance and to contribute to policy and discussion in order to inform decision making by the Scarlet Alliance Executive Committee. The role assists in building skills and sustainability within the organisation and contributes to meeting the Scarlet Alliance aims and objectives.

## **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)
- Undertake the work outlined in the position description for the role they are stepping up into Develop knowledge and skills in the governance roles of Scarlet Alliance and
- Contribute to policy and discussion in order to inform decision making by the Scarlet Alliance Executive Committee

## **SUPERVISION**

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

## **APPROVAL PROCESS**

In some cases an Executive double will be asked to step up into representative roles when they hold specific experience, knowledge or skills. All Scarlet Alliance external documentation (including abstracts, articles), presentations and workshops are provided to the Scarlet Alliance Executive in writing (emailable format) for approval. A two-week turnaround period for approval is required.

If a double is requested to undertake media representation, the details of the media and an agreed approach, are to be approved by the CEO.

## **DELEGATION and SCOPE**

The double roles are not Executive Committee positions and do not have 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.

**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