



Phone – 02 9517 2577

Fax – 02 9517 2488

Post – P. O. Box 2167, Strawberry Hills, NSW 2012

203/1 Erskineville Rd, Newtown, NSW, 2042

Email – [members@scarletalliance.org.au](mailto:members@scarletalliance.org.au)

Web – [www.scarletalliance.org.au](http://www.scarletalliance.org.au)

# General Member Position Description

*Last updated 7th October 2020*

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

- Attend regular 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

**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