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Vice President Position Description

Last updated 7th October 2020

The Vice President (and Doubles, when they are stepping up as Vice 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 Executive 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 regular Spokespeople and Representatives teleconferences (times and frequency determined by the Vice President in consultation with Spokespeople and Representatives, minimum of once every two months)
- Attend 2 x 1 full-day face to face meetings with Spokespeople and Representatives 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 Executive 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 Vice President's role to:

- Monitor Executive Capacity
 - Monitor Executive capacity, including coverage of Executive E-List and advise President/CEO of significant movements in capacity
 - Manage Executive members stepping up/down from active participation on Executive
 - Advise the Executive when Executive members step up/down from active duty on Executive
 - Recording Executive members participation, leave, attendance at F2F's, etc
- Oversee Spokespeople & Representatives
 - Run induction for incoming Spokespeople, Representatives, and their Doubles (generally in December), being:
 - Male Sex Worker Representative and Double
 - Trans and Gender Diverse Sex Worker Representative and Double
 - International Sex Worker Spokesperson and Double

- Act as a contact point between the Spokespeople, Representatives, their Doubles and the Executive
- Post items for approval, feedback, FYI, etc and report-backs from Spokespeople and Representatives to the Executive E-List, and feedback from the Executive to the Spokespeople and Representatives
- Follow up with Spokespeople and Representatives RE: report-backs to Executive from events/conferences etc
- Coordination of the Spokespeople and Representatives E-List
- Monitor coverage of roles for Spokespeople and Representatives
- Mentoring (& arranging mentoring) in Spokespeople and Representative responsibilities and tasks, e.g. drafting work-plans, abstract writing, etc
- Other Duties
 - Contribute to induction/orientation of new Executive members and others (coordinated with President and Secretary)
 - Act as a contact point for Executive Doubles (in conjunction with their Executive role counterparts)
 - Coordinate work-plans for Executive Doubles

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