

## **APPENDIX 6:**

[As per Scarlet Constitution s. 34 (6) ]

### **SCARLET ALLIANCE REPRESENTATIVES ON INTERNAL OR EXTERNAL ADVISORY BOARDS, WORKING GROUPS, COMMITTEES, ETC.**

Any member who represents Scarlet on Advisory Boards, Committees, Working Groups or at Conferences will be required to submit a report to Scarlet within a reasonable timeframe after the event, no later than four (4) weeks. The report will be on approved prescribed format. The report will be sent to the Secretary of Scarlet who will then distribute to the full membership as soon as possible or at the next mail-out (may include posting on Scarlet e-list, through fax or snail mail).

Scarlet Alliance Representatives to Advisory Boards, Working Groups, conferences or committees should:

1. Have a detailed knowledge of Scarlet Alliance.
2. Have a sound knowledge of national sex worker issues and Scarlet policies.
3. Be experienced/have knowledge of meeting procedure/standing orders.
4. Have demonstrated negotiating experience.
5. Have demonstrated skills and experience in policy development.
6. Have a detailed knowledge of the operation of Scarlet Alliance and Scarlet members.
7. Have good oral and written communication skills,
8. Be available to participate in meetings, negotiations and to work on specific projects and policy issues for the particular Advisory Body, Working Group or Committee;
9. Communicate with and represent the interests of all Scarlet member organizations/projects;
10. Hold position until the conclusion of the term, or until no longer involved with the nominating member organization/project/Scarlet or you have not fulfilled your obligations to Scarlet;
11. Write a report after each meeting in the prescribed format and forwarded it to the Secretary for distribution;
12. Have regular contact/consultation with all sex worker organizations/projects.

#### **The format for reports will be as follows:**

1. Name of Committee, working group, committee or conference.
2. Point form notes on issues discussed at the meeting.
3. Any resolutions/decisions taken.
4. Notice of issues which need comment from Scarlet members for any upcoming meetings & deadline for receiving them.
5. Networking Opportunities. Brief Scarlet members on any contacts made, the position of those people, issues discussed & any follow up required.
6. Any other issues you consider relevant to report on.

<b>NAME OF COMMITTEE/ADVISORY GROUP/CONFERENCE, ETC.:</b>
<b>ISSUES DISCUSSED AT MEETING:</b>
<b>RESOLUTIONS / DECISIONS ADOPTED:</b>
<b>NEEDS COMMENT BY.....:</b>
<b>NETWORKING OPPORTUNITIES:</b>
<b>OTHER COMMENTS/ISSUES:</b>