



ILGA OCEANIA

PORTFOLIO OFFICER DESCRIPTION:

ILGA OCEANIA BISEXUAL PORTFOLIO OFFICER



1) ROLE DESCRIPTION

The person who is successfully elected as the ILGA Oceania Bisexual portfolio officer will take responsibility for the direction of that bisexual portfolio within the ILGA Oceania region, within the role's aims, to represent the interests of bisexuals in the ILGA Oceania region.

2) GENERAL AIMS

This is a summary of the ILGA Oceania Bisexual portfolio officer position's general aims:-

- 1) **REPORT** – To investigate and report on bisexual issues to the ILGA Oceania board;
- 2) **ASSIST** – To assist in ILGA Oceania events, thereby ensuring a bisexual presence;
- 3) **PROMOTE** – To promote ILGA Oceania to the ILGA Oceania region's bisexual community;
- 4) **ADVISE** – To advise people on bisexual issues.
- 5) **REPRESENT** – To externally represent ILGA Oceania on bisexual issues;
- 6) **COORDINATE** – To coordinate with ILGA office bearers and ILGA members;
- 7) **CONVENE** – To convene ILGA Oceania Bisexual subcommittee meetings.

3) DUTIES AND OBJECTIVES

The following are the minimum requirements expected of the ILGA Oceania Bisexual portfolio officer position:-

- 1) **REPORT** – To create and present a bisexual report at each ILGA Oceania Board meeting;
- 2) **ASSIST** – To assist with the organisation of any bisexual meetings or events run by ILGA Oceania, including workshops, conferences, and bisexual caucuses etc, and also being a harassment contact person for those events;
- 3) **PROMOTE** – To advertise ILGA Oceania and ILGA World events relevant to bisexual people, including any ILGA caucuses, workshops, conferences, and bisexual events, etc.
- 4) **ADVISE** – To attend ILGA Oceania board meetings and events, advising and educating attendees on issues affecting bisexual people.
- 5) **REPRESENT** – To liaise and coordinate with the many ILGA bisexual representatives, i.e. secretariats, portfolios within ILGA World its regions.
- 6) **COORDINATE** – To liaise and coordinate with the many ILGA bisexual representatives, i.e. secretariats, portfolio officers within ILGA World and its regions; additionally encouraging bisexual representation in ILGA Oceania and ILGA World, by fostering and empowering bisexual networks.
- 7) **CONVENE** – To convene at least four (4) ILGA Oceania Bisexual subcommittee meetings per year.

4) ASPIRATIONS

The following is a recommended aspirational objectives list for the ILGA Oceania Bisexual portfolio officer:-

- 1) **ASSIST** – To assist ILGA Oceania in creating the bisexual elements of its resources.
- 2) **PROMOTE** – To promote and publicise the bisexual elements of ILGA Oceania initiatives, in coordination with the ILGA Oceania board;
- 3) **ADVISE** – To monitor and advise on all ILGA Oceania matters, i.e. events, programs and policies, etc, that impact on bisexual people.
- 4) **REPRESENT** – To be jointly responsible for representing the ILGA Oceania board and the interests of members, on bisexual issues to any appropriate external body, including governmental authorities and the general community, generally or at specific external events.
- 5) **COORDINATE** – To coordinate all bisexual portfolio work with the other ILGA Oceania portfolio officers, when related to bisexual issues.
- 6) **CONVENE** – To convene ILGA Oceania Bisexual subcommittee meetings with guests from outside the region, including other ILGA Bisexual portfolio officers.

5) PREREQUISITES

The role requires any applicant and holder of the position to be: -

- 1) someone who identifies as bisexual;
- 2) endorsed by an ILGA member organisation as their representative.
- 3) an ILGA Oceania Board member.

6) ORGANISATION STRUCTURE

The following are bisexual specific representatives and institutions operating within ILGA: -

REPRESENTATIVES

- 1) ILGA World chair of the Bisexual committee
- 2) ILGA Regional Bisexual portfolio officers (per region)

SUBCOMMITTEES

- 1) ILGA World Bisexual subcommittee
- 2) ILGA Regional Bisexual subcommittees (per region)

INSTITUTIONS

- 1) ILGA World Bisexual conference
- 2) ILGA World Bisexual Caucus at the ILGA World conference
- 3) ILGA Regional Bisexual Caucuses at the ILGA Regional conference (per region)

8) DOCUMENTATION

The following are the documents containing the rules, under which ILGA Oceania operates and which affect the ILGA Oceania bisexual officer position:-

- 1) ILGA Oceania Constitution
- 2) ILGA Oceania Standing Orders
- 3) ILGA World Constitution
- 4) ILGA World Standing Orders

[Approved: Thursday, 11 August 2016]

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