



ILGA OCEANIA

PORTFOLIO OFFICER DESCRIPTION:

ILGA OCEANIA ELDER PORTFOLIO OFFICER



1) ROLE DESCRIPTION

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

2) GENERAL AIMS

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

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

3) DUTIES AND OBJECTIVES

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

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

4) ASPIRATIONS

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

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

5) PREREQUISITES

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

- 1) over 65 years of age;
- 2) endorsed by an ILGA member organisation as their representative.
- 3) an ILGA Oceania Board member.

7) DOCUMENTATION

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

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

[Approved: 11 August 2016]

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