



ILGA OCEANIA

PORTFOLIO OFFICER DESCRIPTION:

ILGA OCEANIA TRANS PORTFOLIO OFFICER



1) ROLE DESCRIPTION

The person who is successfully elected as the ILGA Oceania Trans 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 trans people in the ILGA Oceania region.

2) GENERAL AIMS

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

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

3) DUTIES AND OBJECTIVES

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

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

4) ASPIRATIONS

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

- 1) **ASSIST** – To assist ILGA Oceania in creating the trans elements of its resources.
- 2) **PROMOTE** – To promote and publicise the trans 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 trans people.
- 4) **REPRESENT** – To be jointly responsible for representing the ILGA Oceania board and the interests of members, on trans issues to any appropriate external body, including governmental authorities and the general community, generally or at specific external events.
- 5) **COORDINATE** – To coordinate all trans portfolio work with the other ILGA Oceania portfolio officers, when related to trans issues.
- 6) **CONVENE** – To convene ILGA Oceania Trans subcommittee meetings with guests from outside the region, including other ILGA Trans portfolio officers.

5) PREREQUISITES

The role requires any applicant and holder of the ILGA Oceania Trans portfolio officer to be:-

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

6) ORGANISATION STRUCTURE

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

REPRESENTATIVES

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

SUBCOMMITTEES

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

INSTITUTIONS

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

7) DOCUMENTATION

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

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

[Approved: 11 August 2016]

DOCUMENT END