



ILGA OCEANIA

PORTFOLIO OFFICER DESCRIPTION:

ILGA OCEANIA WOMEN'S PORTFOLIO OFFICER



1) ROLE DESCRIPTION

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

2) GENERAL AIMS

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

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

3) DUTIES AND OBJECTIVES

The following are the minimum requirements expected of the ILGA Oceania Women's portfolio officer position:-

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

4) ASPIRATIONS

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

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

5) PREREQUISITES

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

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

6) ORGANISATION STRUCTURE

The following are women's specific representatives and institutions operating within ILGA: -

REPRESENTATIVES

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

SUBCOMMITTEES

- 1) ILGA World Women's subcommittee
- 2) ILGA Regional Women's subcommittees (per region)

INSTITUTIONS

- 1) ILGA World Women's conference
- 2) ILGA World Women's caucus at the ILGA World conference
- 3) ILGA Regional Women's 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 women's officer position:-

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

[Approved: 27 October 2016]

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