



ILGA OCEANIA

PORTFOLIO OFFICER DESCRIPTION:

ILGA OCEANIA YOUTH PORTFOLIO OFFICER



1) ROLE DESCRIPTION

The person who is successfully elected as the ILGA Oceania Youth 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 young people in the ILGA Oceania region.

2) GENERAL AIMS

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

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

3) DUTIES AND OBJECTIVES

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

- 1) **REPORT** – To create and present a youth report at each ILGA Oceania Board meeting;
- 2) **ASSIST** – To assist with the organisation of any youth meetings or events run by ILGA Oceania, including youth 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 young 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 young 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. secretariats, portfolios within ILGA World and its regions; additionally encouraging youth representation in ILGA Oceania and ILGA World, by fostering and empowering youth networks.
- 7) **CONVENE** – To convene at least four (4) ILGA Oceania Youth subcommittee meetings per year.

4) ASPIRATIONS

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

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

5) PREREQUISITES

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

- 1) under 25 years of age;
- 2) endorsed by an ILGA member organisation as their representative.
- 3) an ILGA Oceania Board member.

6) RESOURCES & CONNECTIONS

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

REPRESENTATIVES

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

SUBCOMMITTEES

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

INSTITUTIONS

- 1) ILGA World Youth conference
- 2) ILGA World Youth Caucus at the ILGA World conference
- 3) ILGA Regional Youth 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 Youth 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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