



## Roles and Responsibilities

### HFA Delegate

#### A. GENERAL DESCRIPTION

The HFA Delegate position is an appointed position on the Haemophilia Foundation ACT (HFACT) Committee. The HFA Delegate represents the HFACT on the HFA Council. The position is appointed at the AGM and is held by that person for a period of at least two years.

The HFA Delegate becomes a de-facto member of the HFACT Committee with the same rights as any other Committee member. The person may also hold any other position on the Committee.

#### B. DUTIES STATEMENT

1. Act in accordance with HFACT's Mission, Values and the Code of Conduct.
2. Represent the HFACT at all meetings of the HFA Council.
3. Keep up-to-date on issues that affect the Haemophilia community.
4. Reflect the perspective of HFACT and the people it represents to the HFA and other State and Territory Haemophilia Foundations.
5. Report to the HFA on the activities of HFACT
6. Report back to the HFACT Committee on matters discussed at the HFA Council.

#### C. SKILLS AND COMPETENCIES

1. The position should be held by a person with a minimum of two years of experience on the HFACT Committee
2. A general knowledge of haemophilia and related blood disorder related issues.
3. A high level of strategic, organisational and communication skills.
4. Good computer literacy and proficiency skills to use HFACT computer and accounting software.

#### D. TRAINING REQUIREMENTS

1. Attend National Haemophilia conferences.
2. Attend general training on the management of not-for-profit organisations.
3. Attend software training as required.

#### E. OTHER REQUIREMENTS

1. This position requires internet access for email, website updates, electronic banking, taxation and related transactions.
2. The position will involve attendance at meetings interstate, mostly in Melbourne, at least once a year.