



Roles and Responsibilities

President

A. GENERAL DESCRIPTION

The President's position is an executive role on the Haemophilia Foundation ACT (HFACT) Committee. The President is the public face of the Foundation. The position requires the individual to speak on behalf of the foundation and its members. The President is elected annually at the Annual General Meeting (AGM).

B. DUTIES STATEMENT

1. Act in accordance with HFACT's Mission, Values and the Code of Conduct.
2. Meet with government, hospital, and community sector representatives regarding issues impacting individuals affected by Haemophilia in the ACT and surrounding districts as required.
3. Meet with ACT Health representatives in relation to the administration and management of the Funding Agreement between ACT Health and HFACT. Prepare reports on a six monthly basis as per requirements of the funding agreement with ACT Health.
4. Provide oversight supervision for the Haemophilia Counsellor.
5. Organise and chair meetings of the HFACT (optimally once a month) including the Annual General Meeting.
6. Organise and chair Haemophilia Treatment Centre meetings with the haemophilia treatment centre team at The Canberra Hospital once every six months.
7. Oversee end of financial year reporting, the preparation of the HFACT annual report and audit. Produce a President's report.
8. Act as a signatory for HFACT executive showing due diligence
9. Ensure that incoming correspondence is actioned – email or post (including regular clearing of the HFACT post box) – and/or distribute to relevant individuals for action.

C. SKILLS AND COMPETENCIES

1. A general knowledge of haemophilia and related blood disorder related issues.
2. A high level of strategic, organisational and communication skills.
3. General computer literacy and proficiency to use HFACT computer software 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 training on staff management if needed.
4. Attend software training as required.

E. OTHER REQUIREMENTS

1. This position requires regular access to a computer so that the electronic records can be maintained and internet access for email, website updates, electronic banking, taxation and related transactions.