



Roles and Responsibilities

Vice President

A. GENERAL DESCRIPTION

The Vice President's position is an executive role on the Haemophilia Foundation ACT (HFACT) Committee. The Vice President acts as the President on occasions when the President is unable to undertake his/her duties. The Vice President is trained in the duties of the President and may take on the President's role if so inclined. The Vice President's position 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. Act as the Code of Conduct Manager. Oversee the development, promotion and maintenance of the Code of Conduct and, with the President, adjudicate any breaches and report to the Committee on any breaches including any action taken.
3. Meet with government, hospital, and community sector representatives regarding issues impacting individuals affected by Haemophilia in the ACT and surrounding districts as required.
4. Meet with ACT Health representatives in relation to the administration and management of the Funding Agreement between ACT Health and HFACT.
5. Support the President and, where required, represent HFACT as the President in his or her absence.
6. Act as a signatory for HFACT executive showing due diligence.
7. Perform other general Committee related duties as directed by the HFACT President and Committee.

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 internet access for email, website updates, electronic banking, taxation and related transactions.