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Committee Roles and Responsibilities

These descriptions should be read in conjunction with the full position descriptions and an understanding of the HLTTV Constitution. Activities and attributes for all positions have the primary purpose of aligning with our organisations vision, mission and purpose available at www.hlttv.org.au

Detailed position descriptions are available by contacting our Secretary: secretary@hlttv.org.au

Officer Bearers

President

Primary Purpose and Scope of the Role

The role of the President is to oversee the day-to-day running of the HLTTV, and to ensure that the committee and its members fulfil their governance responsibilities and deliver on organisational and strategic plans. The HLTTV President is an office bearer of the HLTTV committee.

An effective President needs to:

- Be well informed on all organisational activities: including programs delivered by the HLTTV, who is in charge of them, and current financial position of the organisation.
- Work with the committee and membership to develop and guide the future plans and directions of the organisation.
- Have a good working knowledge of organisational rules, constitution, charters and duties/expectations of office bearers.
- Efficiently manage committees and/or executive meetings, ensuring that all matters are discussed and the best decisions made.
- Chair the organisation's annual general meeting.
- Represent the organisation by acting as the public face of the HLTTV, including responding to media enquiries.
- Be a supportive leader for all committee members, volunteers and general members of the HLTTV.
- Be a facilitator for organisational activities by encouraging and motivating members to ensure that planned activities go ahead.
- Ensure that planning and budgeting occurs in accordance with the wishes of the HLTTV's members.

A good President should be able to:

- Lead without controlling.
- Involve HLTTV members in decisions that affect them.
- Stimulate balanced discussion.
- Time meetings to finish on time by encouraging focused discussion and keeping meetings on track.
- Negotiate successfully between members and listen effectively.
- Motivate and develop volunteer committee members to effectively complete tasks and build their skills within their chosen portfolio.



Key Relationships

- Internal: HLTTV Committee Members, HLTTV Members
- External: Alfred Hospital Transplant Units (Heart and Lung); Corporate Partners; Donors; Partnership Organisations (eg DonateLife)

Decision Making Authority

- Voting Rights as an Officer of the HLTTV Committee
- Direct Budget Responsibility
- Shared organisational budget responsibility with the Vice President and Treasurer.

Vice President

Primary Purpose and Scope of the Role

The role of the Vice President is to be available to fulfil the role of President should the President be unable to fulfil his or her responsibilities. The Vice President also needs to be familiar with all the tasks and projects the HLTTV is undertaking, and willing to work in partnership with the President and the rest of the committee to meet the strategic and organisational goals of the HLTTV. The HLTTV Vice President is an office bearer of the HLTTV committee.

An effective Vice President needs to:

- Be well informed on all organisational activities: including programs delivered by the HLTTV, who is in charge of them, and current financial position of the organisation.
- Have a good working knowledge of organisational rules, constitution, charters and duties/expectations of office bearers.
- Be a supportive leader for all committee members, volunteers and general members of the HLTTV.
- Be a facilitator for organisational activities by encouraging and motivating members to ensure that planned activities go ahead.
- Ensure that planning and budgeting occurs in accordance with the wishes of the HLTTV's members.
- Be available to take on the role of President should the President be unable to fulfil his or her organisational responsibilities.
- A good Vice President should be able to:
 - Lead without controlling.
 - Involve HLTTV members in decisions that affect them.
 - Stimulate balanced discussion.
 - Negotiate successfully between members and listen effectively.
- Motivate and develop volunteer committee members to effectively complete tasks and build their skills within their chosen portfolio. their skills within their chosen portfolio
- Manage time and administration tasks effectively and efficiently.
- Delegate tasks to committee members as appropriate, and provide support to help committee members to complete tasks on time and within budget.



Key Relationships

- Internal: HLTTV Committee Members, HLTTV Members
- External: Alfred Hospital Transplant Units (Heart and Lung); Corporate Partners; Donors; Partnership Organisations (eg DonateLife)

Decision Making Authority

- Voting Rights as an Officer of the HLTTV Committee
- Direct Budget Responsibility
- Shared organisational budget responsibility with the President and Treasurer.

Secretary

Primary Purpose and Scope of the Role

The role of the Secretary is to support the President to ensure the effective functioning of the HLTTV Committee. The Secretary is responsible for ensuring meetings are effectively organised and minuted; maintaining effective records and administration processes; ensuring the HLTTV complies with all relevant rules, regulations and legislation; and being responsible for overseeing organisational communication and correspondence. The HLTTV Secretary is an office bearer of the HLTTV committee. The Secretary is also recognised by law as the Public Officer of the HLTTV.

An effective Secretary needs to:

- Be well informed on all organisational activities: including programs delivered by the HLTTV, who is in charge of them, and current financial position of the organisation.
- Have a good working knowledge of organisational rules, constitution, charters and duties/expectations of office bearers.
- Have a good working knowledge of rules, regulations and legislation that apply to incorporated organisations.
- Ensure that planning and budgeting occurs in accordance with the wishes of the HLTTV's members.
- Be an excellent and efficient record keeper with good IT skills and willingness to upskill where necessary.

A good Secretary should be able to:

- Manage time and administration tasks effectively and efficiently.
- Keep accessible, logical and easy-to-understand records.
- Support committee members to understand and address issues around legislation and organisational compliance.
- Identify and implement process improvement strategies.
- Communicate effectively and professionally (in both written and spoken communication).
- Delegate tasks to committee members as appropriate, and provide support to help committee members to complete tasks on time and within budget.



Key Relationships

- Internal: HLTTV Committee Members, HLTTV Members
- External: Alfred Hospital Transplant Units (Heart and Lung); Corporate Partners; Donors; Partnership Organisations (eg DonateLife)

Decision Making Authority

- Voting Rights as an Officer of the HLTTV Committee
- Direct Budget Responsibilities
- Contributes to the development of the budget, especially overseeing any legislative requirements.

Treasurer

Primary Purpose and Scope of the Role

The role of the Treasurer is to maintain the financial records of, and prepare financial reports on behalf of, the Heart and Lung Transplant Trust (Vic) Inc. The HLTTV Treasurer is an office bearer of the HLTTV committee.

An effective Treasurer needs to:

- Be honest and with a high degree of integrity.
- Be highly organised and an excellent record-keeper.
- Be prepared to assume responsibility for all banking and financial administration and transactions of the HLTTV, including tracking donations, expenses and issuing receipts.
- Be able to keep accurate and up-to-date records on all transactions, and be responsible for annual auditing processes.
- Be prepared to offer advice and guidance on all areas of the HLTTV's finances, including investment.
- Be able to think both strategically and operationally about the financial position and administration of the HLTTV.
- Have a good working knowledge of all financial compliance requirements of the organisation and any legislation impacting the financial administration of the HLTTV.
- Be well informed on all organisational programs and activities.
- Have a good working knowledge of organisational rules, constitution, charters and duties/expectations of office bearers.
- Ensure that planning and budgeting occurs in accordance with the wishes of the HLTTV's members.

A good Treasurer should be able to:

- Explain financial matters clearly and concisely and be ready to offer advice and opinion about the financial position and administration of the HLTTV.
- Be willing to take a lead role in any matters relating to the financial position of the HLTTV – including auditing processes, fundraising, and spending of funds.
- Involve HLTTV members in decisions that affect them.
- Manage time and administration tasks effectively and efficiently.



Key Relationships

Internal: HLTTV Committee Members, HLTTV Members

External: Alfred Hospital Transplant Units (Heart and Lung); External Auditing Agency; Corporate Partners; Donors.

Decision Making Authority

- Voting Rights as an Officer of the HLTTV Committee
- Direct Budget Responsibility
- Responsible for preparing and overseeing the administration of the organisational budget of the HLTTV.

Membership Officer

Primary Purpose and Scope of the Role

The role of the Membership Officer is to manage the HLTTV membership database and work to promote the benefits of HLTTV membership to potential new members. The HLTTV Membership Officer is an office bearer of the HLTTV committee.

An effective Membership Office needs to:

- Be well informed on all organisational activities and program and be able to promote these to current, new and potential members.
- Have a good working knowledge of organisational rules, constitution, charters and how these relate to the Membership Officer position and HLTTV members.
- Be a facilitator for organisational activities by encouraging and motivating members to become involved.
- Be willing to think and act strategically around developing new member programs and services, and increasing the membership base of the HLTTV.
- Be willing to take on all member-related administration – including processing new members, promotion of membership and managing the membership database.
- Act as a key contact point between HLTTV members and the committee.
- Ensure that the expressed needs and wants of the larger membership base are kept at the forefront of any HLTTV Committee discussions and decisions.

A good Membership Officer should be able to:

- Listen sensitively to member concerns and ideas.
- Be responsive and timely in their communications.
- Manage time and administration tasks effectively and efficiently.
- Think and work creatively to overcome issues or present new ideas for increasing/developing services and activities for members.



Key Relationships

- Internal: HLTTV Committee Members, HLTTV Members
- External: Alfred Hospital Transplant Units (Heart and Lung)

Decision Making Authority

- Voting Rights as an Officer of the HLTTV Committee

Direct Budget Responsibility

- Nil.

Committee Members

Patient Support Officer

Primary Purpose and Scope of the Role

The Patient Support Officer is responsible for responding to enquiries from people who require assistance or information at any stage during their, or their loved one's, transplant journey. The Patient Support Officer does not provide medical advice, but instead provides basic information, peer support, and referral to appropriate services. The Patient Support Officer is a Committee Member of the HLTTV.

An effective Patient Support Officer needs to:

- Be willing to answer telephone and email enquiries in a timely, professional and supportive manner.
- Have up to date knowledge of suitable channels of referral for a range of social, emotional and medical issues associated with transplant.
- Be willing to provide peer support through sharing personal experience and knowledge of transplant.
- Refer people who make enquiries to professionals who can provide appropriate assistance to resolve their issues.
- Be well informed on all organisational activities and programs delivered by the HLTTV.
- Be prepared to act as an advocate for members and non-members from the transplant community, both within the HLTTV and to outside agencies.
- Identify gaps in service and bring these issues to the attention of the HLTTV committee.

A good Patient Support Officer should be able to:

- Listen sensitively and with a high degree of empathy to concerns and issues raised by people seeking their support.
- Be able to 'think on their feet' and offer advice and suggestions for referral, potentially in times of crisis.
- Be skilled in creative problem solving.
- Be skilled at building professional relationships with partner agencies.



Key Relationships

- Internal: HLTTV Committee Members; HLTTV Members
- External: Alfred Hospital Transplant Units (Heart and Lung); Non-member transplant recipients and those on the waiting list; Potential referral agencies (including partner agencies).

Decision Making Authority

- Voting Rights as an Ordinary Member of the HLTTV Committee
- Direct Budget Responsibility
- Nil.

Circulator Editor

Primary Purpose and Scope of the Role

The role of the Circulator Editor is to source stories for, compile and organise the distribution of the HLTTV's quarterly newsletter – The Circulator. The HLTTV Circulator Editor is an ordinary member of the HLTTV committee.

An effective Circulator Editor needs to:

- Source, edit and compile articles for 4 editions of The Circulator each year.
- Take responsibility for the layout, design, printing and distribution of The Circulator.
- Develop methods of monitoring and evaluating the effectiveness of the newsletter as a promotional tool for the HLTTV.
- Have an in-depth understanding of the budget needs of The Circulator, and keep the HLTTV Committee informed about any changes.
- Be well informed on all organisational activities and programs and use The Circulator as a facilitation tool by encouraging and motivating members to get involved in HLTTV programs, activities and events.
- Ensure that the costs of The Circulator are included in budgetary considerations, and – where possible – suggest and seeks out ways to reduce costs (pro bono support, grants etc)

A good Circulator Editor should be able to:

- Write and edit newsletter copy in a warm, interesting and professional style.
- Work collaboratively with HLTTV Committee members and other potential contributors to develop stories and deliver copy as per published deadlines.
- Manage time and administration tasks effectively and efficiently.
- Have basic IT, electronic design and publishing skills, and be willing to upskill where necessary to produce a professional and attractive end-product.
- Be able to manage a small budget.

Key Relationships

- Internal: HLTTV Committee Members, HLTTV Members



- External: Alfred Hospital Transplant Units (Heart and Lung); Partner Agencies.

Decision Making Authority

- Voting Rights as an Ordinary Member of the HLTTV Committee
- Direct Budget Responsibility
- Limited responsibility within an annual Circulator budget allocation.

Events Officer

Primary Purpose and Scope of the Role

The role of the Events Officer is manage the coordination and running of the HLTTV's annual events. The HLTTV Events Officer is an ordinary member of the HLTTV committee.

An effective Events Officer needs to:

- Develop a schedule of annual events and ensure events are advertised to members and the general public in a timely manner through liaison with other committee members.
- Liaise with local councils and other regulatory bodies to ensure permits and other legal obligations for events are met.
- Coordinate all aspects of events including: Coordination of event volunteers; Necessary purchases; Food and food safety; Set up and pack down; Management and maintenance of event equipment; event evaluation/reporting.
- Have a good working knowledge of organisational rules, constitution, charters and any other legislation that impacts events management.
- Ensure that the costs of annual events are included in budgetary considerations, and – where possible – suggest and seeks out ways to reduce costs (pro bono support, grants etc).

A good Events Officer should be able to:

- Be enthusiastic, welcoming and friendly.
- Be a creative problem solver and adaptable to last-minute change.
- Be able to set plans and timelines in place and effectively deliver on those plans.
- Be willing to oversee and undertake any tasks – large or small – required to make an event a success.
- Effectively and sensitively lead a small team of event volunteers.
- Be able to manage a small budget.

Key Relationships

- Internal: HLTTV Committee Members, HLTTV Members
- External: Alfred Hospital Transplant Units (Heart and Lung); Corporate Partners; Donors; Partnership Organisations (eg DonateLife)

Decision Making Authority

- Voting Rights as an Ordinary Member of the HLTTV Committee
- Direct Budget Responsibility



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- Limited responsibility within a limited annual event budget allocation.

General Ordinary Member

Primary Purpose and Scope of the Role

Ordinary Committee Members of the HLTTV assist with the work of the HLTTV committee, and have voting rights at HLTTV meetings. Some Ordinary Members also hold specific portfolios (Circulator Editor, Patient Support Officer, Events Officer).

An effective Ordinary Committee member needs to:

- Work as part of the HLTTV committee to meet the fundraising, awareness raising, support and education aims of the HLTTV.
- Promote the work of the HLTTV, especially when interacting with members of the transplant community or potential members/supporters.
- Be willing to assist in the usual annual activities of the HLTTV (eg Christmas and Easter BBQs, contribution to The Circulator newsletter when required).
- Be willing to assist in other events of the HLTTV as able (eg Trivia nights, large fundraising events, special projects, subcommittees).
- Respond to communications from HLTTV committee members in a timely and professional manner.

A good Ordinary Committee member should be able to:

- Be enthusiastic with a 'can do' attitude.
- Be responsive in their communications.
- Be willing to contribute ideas at the committee level, and act on those ideas to develop programs, activities and events.
- Be willing to take on portfolios or sub-committee positions to make best use of their interests, skills and experience.

Key Relationships

- Internal: HLTTV Committee Members, HLTTV Members
- External: Alfred Hospital Transplant Units (Heart and Lung)

Decision Making Authority

- Voting Rights as an Ordinary Member of the HLTTV Committee
- Direct Budget Responsibility
- Nil.



Non-Committee Members

Second Chance Fundraising Sub-committee Chair (Tour de Transplant)

Primary Purpose and Scope of the Role

The role of the Second Chance Fundraising Sub-Committee Chair is to manage the coordination and running of the HLTTV's bi-annual (two-yearly) flagship event – the Tour de Transplant. The HLTTV Events Officer is a non-committee member of HLTTV and does not get voting rights. This position is appointed by the HLTTV Committee.

An effective Second Chance Fundraising Sub-committee Chair needs to:

- Be well informed about all aspects of the Second Chance Accommodation Program and past Tour de Transplant events.
- Develop and deliver a comprehensive Tour de Transplant event plan which includes a comprehensive budget, communications/media plan and risk management plan
- Have a good working knowledge of organisational rules, constitution, charters and legislation which could directly impact the Tour de Transplant event.
- Have high-level communication and negotiation skills to ensure best event outcomes in terms of engagement of participants, sponsors, donors, goods and services providers, media engagement and other supporters.
- Have high-level project budget management skills.
- Maintain regular, close contact with the HLTTV to report and progress and outcome of the Tour de Transplant, and ensure proper approval of financial and other decisions made as part of the Tour de Transplant event.

A good Second Chance Fundraising Sub-committee Chair should be able to:

- Support a small volunteer workforce to achieve high results in short timeframes.
- Be a creative problem-solver and adaptable to last-minute change.
- Negotiate win-win arrangements with event supporters, suppliers, donors and volunteers.
- Recognise and pursue opportunities.
- Communicate with warmth, confidence and enthusiasm to media, sponsors, and other event supporters.
- Recognise skill gaps in themselves and others and put processes in place to fill them.
- Manage time and administration tasks effectively and efficiently.
- Be willing to oversee and undertake any tasks – large or small – required to make the event a success.

Key Relationships

- Internal: HLTTV Committee Members, Second Chance Fundraising Sub-committee Members; HLTTV Members.
- External: Corporate Partners; Donors; Event Participants; Suppliers of event goods and services.



Decision Making Authority

- Limited responsibility within the approved Tour de Transplant event plan.
- Direct Budget Responsibility
- Limited responsibility within the approved Tour de Transplant budget allocation and through liaison with the HLTTV Treasurer.

Clinic Representative

Primary Purpose and Scope of the Role

The HLTTV's Clinic Representative is a health professional from either the Heart or Lung Transplant Teams at The Alfred who channels information, including identifying clinic needs and service gaps, between the clinics and the HLTTV. This position is a Non-Committee Member position, and, as such, Clinic Representatives do not have voting rights at HLTTV meetings.

An effective Clinic Representative needs to:

- Report to the HLTTV committee any significant updates from the Transplant Clinics that may impact the HLTTV or its members.
- Identify gaps in service or funding requirements of the clinics that the HLTTV may be in a position to assist with.
- Promote the work of the HLTTV to other Transplant Clinic staff, including reporting back on significant meeting outcomes or fundraising initiatives.
- Promote the programs and services offered by the HLTTV to transplant recipients, their families and people on the waiting list.
- Respond to communications from HLTTV committee members in a timely and professional manner.

A good Clinic Representative should be able to:

- Sensitively convey information between The Alfred and HLTTV.
- Be able to establish good connections and working relationships across the HLTTV and both transplant units at The Alfred.
- Be an enthusiastic part of the HLTTV, and have strong belief in the value of the work of the HLTTV.

Key Relationships

- Internal: HLTTV Committee Members, HLTTV Members
- External: Alfred Hospital Transplant Units (Heart and Lung); people from the transplant community who are not yet HLTTV members.

Decision Making Authority

- Nil.

Direct Budget Responsibility

- Nil.