



NTAHC Board Job Descriptions

Thank you for your interest in joining the NTAHC Board. If you would like any further information on the Job Descriptions please contact:

NTAHC Executive Director
e: ExecDirector@ntahc.org.au
p: 08 8944 7701

NTAHC President
e: president@ntahc.org.au
p: 08 8944 7777

This document contains the Job Descriptions for:

- **PRESIDENT**
- **VICE-PRESIDENT**
- **TREASURER**
- **SECRETARY**
- **HIV POSITIVE REPRESENTATIVE**
- **HEPATITIS CONSUMER REPRESENTATIVE**
- **STAFF REPRESENTATIVE**
- **ELECTED MEMBERS**

By becoming a board member of NTAHC you become part of a larger voice, able to share your experiences and also provide input into NTAHC strategic direction.

Yours's sincerely
NTAHC Communications Team

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		Review Date: 1 July 2017

Job Description

PRESIDENT

Competencies

Demonstrated commitment to NTAHC's vision, mission and objects.

Qualifications relevant to the NTAHC Board role and responsibilities.

Experience and an interest in public involvement in community based health services and is able to demonstrate strategic thinking.

Governance and Executive Responsibility:

- Experience in or willingness to obtain good corporate governance skills, including the liabilities associated with governing an association;
- Takes a strategic perspective to establish aims and objectives and works in partnership with Executive Director and other Board members to shape the direction of NTAHC;
- Understands the working of NTAHC and shares with others collective and corporate responsibility for its operation and performance;
- Ability to utilise own knowledge, experience and skills in order to positively influence the strategic direction of NTAHC;
- Promotes a high performance culture; and
- Undertakes an ambassadorial role on behalf of NTAHC and at the same time pursues opportunities to further develop NTAHC.

Leadership:

- Works collaboratively with other members of the Board in the best interest of NTAHC;
- Champions of change in the interest of all stakeholders;
- Has personal mastery over role and position;
- Is politically sensitive and navigates the system effectively to build understanding in the interest of all stakeholders; and
- Motivated by collective, rather than personal achievement.

Equality and Diversity:

- Contributes to the development of a culture that promotes equality and values diversity.

Communication – has an ability to evaluate and modify own communication style to suit a wide range of situations and individuals including listening, observing and interpreting. And an ability to negotiate and influence in a variety of situations, both verbally and in writing.

Personal Style and Attributes:

- A proven commitment to openness, honesty and inclusiveness;
- Has resilience, stamina and ability to thrive in a demanding and complex environment;
- Awareness of own strengths and limitations and understands how this impacts on others;
- Adopts a “can do” approach with vision, passion and pride whilst encouraging the same in others; and
- Highly motivated and able to inspire others.

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Responsibilities:

- In collaboration with the Board and the Executive Director, provide internal and external leadership to the Council.
- Lead delegations of the Council.
- Act as one of the Council's two designated media spokespeople.
- Report in writing to the Board.
- In collaboration with the Executive Director, prepare and provide a written agenda paper to Board Members five days prior to a meeting of the Board.
- Chair general meetings of members and meetings of the Board and select Board Sub-Committees.
- Serve as a member of the Executive.
- Serve as a member of the Finance, Audit and Governance Sub-Committee.
- Conduct the Executive Directors annual performance appraisal.
- Provide new Board Member oral briefings and governance induction.
- Participate in Board orientation, training, annual appraisal and reviews.
- Maintain currency of knowledge of HIV/AIDS, Hepatitis C, related illnesses and other blood borne viruses.
- Develop and maintain currency of knowledge in best practice in the governance of not for profit associations, consistent with legislation and the NT Associations Act.
- Maintain currency of knowledge of NTAHC programs.
- Prepare for Board meetings by reading all agenda papers.
- Participate appropriately in all Board meetings.
- Maintain a collaborative working relationship with the Executive Director.
- Attend NTAHC special events.
- Other roles specified in the Constitution.

Length of term: 2 years, commencing in odd years.

Time commitment: 1 day a week on average.

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Job Description

VICE-PRESIDENT

Competencies

Demonstrated commitment to NTAHC's vision, mission and objects.

Qualifications relevant to the NTAHC Board role and responsibilities.

Experience and an interest in public involvement in community based health services and is able to demonstrate strategic thinking.

Governance and Executive Responsibility:

- Experience in or willingness to obtain good corporate governance skills, including the liabilities associated with governing an association;
- Takes a strategic perspective to establish aims and objectives and works in partnership with Executive Director, President and other Board members to shape the direction of NTAHC;
- Understands the working of NTAHC and shares with others collective and corporate responsibility for its operation and performance;
- Ability to utilise own knowledge, experience and skills in order to positively influence the strategic direction of NTAHC;
- Promotes a high performance culture; and
- Undertakes an ambassadorial role on behalf of NTAHC and at the same time pursues opportunities to further develop NTAHC.

Leadership:

- Works collaboratively with other members of the Board in the best interest of NTAHC;
- Champions of change in the interest of all stakeholders;
- Has personal mastery over role and position;
- Is politically sensitive and navigates the system effectively to build understanding in the interest of all stakeholders; and
- Motivated by collective, rather than personal achievement.

Equality and Diversity:

- Contributes to the development of a culture that promotes equality and values diversity.

Communication – has an ability to evaluate and modify own communication style to suit a wide range of situations and individuals including listening, observing and interpreting. And an ability to negotiate and influence in a variety of situations, both verbally and in writing.

Personal Style and Attributes:

- A proven commitment to openness, honesty and inclusiveness;
- Has resilience, stamina and ability to thrive in a demanding and complex environment;
- Awareness of own strengths and limitations and understands how this impacts on others;

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- Adopts a “can do” approach with vision, passion and pride whilst encouraging the same in others; and
- Highly motivated and able to inspire others.

Responsibilities:

- In the absence of the President, chair general meetings of members and meetings of the Board.
- In the absence of the President, exercise delegations of power given to the President.
- Deputise for the President as requested.
- Serve as a member of the Executive.
- Provide new Board Member oral briefings and governance induction.
- Participate in Board orientation, training, an annual appraisal and reviews.
- Develop and maintain currency of knowledge in best practice in the governance of not for profit associations, consistent with legislation and the NT Associations Act.
- Maintain currency of knowledge of HIV/AIDS, Hepatitis C, related illnesses and other blood borne viruses.
- Maintain currency of knowledge of NTAHC programs.
- Prepare for Board meetings by reading all agenda papers.
- Participate appropriately in all Board meetings.
- Maintain a collaborative working relationship with the Executive Director.
- Attend NTAHC special events.

Length of term: 2 years, commencing in even years.

Time commitment: 4 hours per week on average.

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Job Description

TREASURER

Competencies

Demonstrated commitment to NTAHC's vision, mission and objects.

Qualifications relevant to the treasurer's role and responsibilities.

Experience and an interest in public involvement in community based health services and is able to demonstrate strategic thinking.

Governance and Executive Responsibility:

- Experience in or willingness to obtain good corporate governance skills, including the liabilities associated with governing an association;
- Takes a strategic perspective to establish aims and objectives and works in partnership with Executive Director, President and other Board members to shape the direction of NTAHC;
- Understands the working of NTAHC and shares with others collective and corporate responsibility for its operation and performance;
- Ability to utilise own knowledge, experience and skills in order to positively influence the strategic direction of NTAHC;
- Promotes a high performance culture; and
- Undertakes an ambassadorial role on behalf of NTAHC and at the same time pursues opportunities to further develop NTAHC.

Leadership:

- Works collaboratively with other members of the Board in the best interest of NTAHC;
- Champions of change in the interest of all stakeholders;
- Has personal mastery over role and position;
- Is politically sensitive and navigates the system effectively to build understanding in the interest of all stakeholders; and
- Motivated by collective, rather than personal achievement.

Equality and Diversity:

- Contributes to the development of a culture that promotes equality and values diversity.

Communication – has an ability to evaluate and modify own communication style to suit a wide range of situations and individuals including listening, observing and interpreting. And an ability to negotiate and influence in a variety of situations, both verbally and in writing.

Personal Style and Attributes:

- A proven commitment to openness, honesty and inclusiveness;
- Has resilience, stamina and ability to thrive in a demanding and complex environment;
- Awareness of own strengths and limitations and understands how this impacts on others;

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- Adopts a “can do” approach with vision, passion and pride whilst encouraging the same in others; and
- Highly motivated and able to inspire others.

Responsibilities:

- In collaboration with the Executive Director, ensure that true accounts are kept and are presented prior to each Board meeting in accordance with clause 7 of the Constitution.
- In collaboration with the Executive Director, ensure that banking and finance is in accordance with clause 8 of the Constitution.
- In collaboration with the Executive Director, prepare and provide a draft annual budget, together with an explanation of all significant assumptions made in the drafting of the budget.
- Make written and oral reports to Board meetings.
- Serve as a member of the Executive.
- Chair the Finance, Audit and Governance Sub-Committee.
- Provide new Board Member oral briefings and governance induction.
- Participate in Board orientation, training, annual appraisal and reviews.
- Develop and maintain currency of knowledge in best practice in the governance of not for profit associations, consistent with legislation and the NT Associations Act.
- Maintain currency of knowledge of HIV/AIDS, Hepatitis C, related illnesses and other blood borne viruses.
- Maintain currency of knowledge of NTAHC programs.
- Prepare for Board meetings by reading all agenda papers.
- Participate appropriately in all Board meetings.
- Maintain a collaborative working relationship with the Executive Director.
- Attend NTAHC special events.

Length of term: 2 years, commencing in odd years.

Time commitment: 4 hours per week on average.

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Job Description

SECRETARY

Competencies

Demonstrated commitment to NTAHC's vision, mission and objects.

Qualifications relevant to the NTAHC Board role and responsibilities.

Experience and an interest in public involvement in community based health services and is able to demonstrate strategic thinking.

Governance and Executive Responsibility:

- Experience in or willingness to obtain good corporate governance skills, including the liabilities associated with governing an association;
- Takes a strategic perspective to establish aims and objectives and works in partnership with Executive Director, President and other Board members to shape the direction of NTAHC;
- Understands the working of NTAHC and shares with others collective and corporate responsibility for its operation and performance;
- Ability to utilise own knowledge, experience and skills in order to positively influence the strategic direction of NTAHC;
- Promotes a high performance culture; and
- Undertakes an ambassadorial role on behalf of NTAHC and at the same time pursues opportunities to further develop NTAHC.

Leadership:

- Works collaboratively with other members of the Board in the best interest of NTAHC;
- Champions of change in the interest of all stakeholders;
- Has personal mastery over role and position;
- Is politically sensitive and navigates the system effectively to build understanding in the interest of all stakeholders; and
- Motivated by collective, rather than personal achievement.

Equality and Diversity:

- Contributes to the development of a culture that promotes equality and values diversity.

Communication – has an ability to evaluate and modify own communication style to suit a wide range of situations and individuals including listening, observing and interpreting. And an ability to negotiate and influence in a variety of situations, both verbally and in writing.

Personal Style and Attributes:

- A proven commitment to openness, honesty and inclusiveness;
- Has resilience, stamina and ability to thrive in a demanding and complex environment;
- Awareness of own strengths and limitations and understands how this impacts on others;

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- Adopts a “can do” approach with vision, passion and pride whilst encouraging the same in others; and
- Highly motivated and able to inspire others.

Responsibilities:

- To fulfill the obligations of Public Officer of the Council under the Associations Incorporation Act (NT).
- In collaboration with the Executive Director, prepare and provide written agenda papers for general meetings of members.
- In collaboration with the Executive Director, prepare and provide written minutes of general meetings of members within seven days of a meeting.
- In collaboration with the Executive Director, ensure that the records of the Council are secured.
- Serve as a member of the Executive.
- Other roles specified in the Constitution.
- Provide new Board Member oral briefings and governance induction.
- Participate in Board orientation, training, annual appraisal and reviews.
- Develop and maintain currency of knowledge in best practice in the governance of not for profit associations, consistent with legislation and the NT Associations Act.
- Maintain currency of knowledge of HIV/AIDS, Hepatitis C, related illnesses and other blood borne viruses.
- Maintain currency of knowledge of NTAHC programs.
- Prepare for Board meetings by reading all agenda papers.
- Participate appropriately in all Board meetings.
- Maintain a collaborative working relationship with the Executive Director.
- Attend NTAHC special events.

Length of term: 2 years, commencing in even years.

Time commitment: 4 hours per week on average.

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Job Description

HIV POSITIVE REPRESENTATIVE

Competencies

Demonstrated commitment to NTAHC's vision, mission and objects.

Qualifications relevant to the NTAHC Board role and responsibilities.

Experience and an interest in public involvement in community based health services and is able to demonstrate strategic thinking.

Governance and Executive Responsibility:

- Experience in or willingness to obtain good corporate governance skills, including the liabilities associated with governing an association;
- Takes a strategic perspective to establish aims and objectives and works in partnership with Executive Director, President and other Board members to shape the direction of NTAHC;
- Understands the working of NTAHC and shares with others collective and corporate responsibility for its operation and performance;
- Ability to utilise own knowledge, experience and skills in order to positively influence the strategic direction of NTAHC;
- Promotes a high performance culture; and
- Undertakes an ambassadorial role on behalf of NTAHC and at the same time pursues opportunities to further develop NTAHC.

Leadership:

- Works collaboratively with other members of the Board in the best interest of NTAHC;
- Champions of change in the interest of all stakeholders;
- Has personal mastery over role and position;
- Is politically sensitive and navigates the system effectively to build understanding in the interest of all stakeholders; and
- Motivated by collective, rather than personal achievement.

Equality and Diversity:

- Contributes to the development of a culture that promotes equality and values diversity.

Communication – has an ability to evaluate and modify own communication style to suit a wide range of situations and individuals including listening, observing and interpreting. And an ability to negotiate and influence in a variety of situations, both verbally and in writing.

Personal Style and Attributes:

- A proven commitment to openness, honesty and inclusiveness;
- Has resilience, stamina and ability to thrive in a demanding and complex environment;
- Awareness of own strengths and limitations and understands how this impacts on others;

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- Adopts a “can do” approach with vision, passion and pride whilst encouraging the same in others; and
- Highly motivated and able to inspire others.

Responsibilities:

- Learn and present the concerns and perspectives of people living with HIV/AIDS in the Northern Territory.
- Participate in Board orientation, training, annual appraisal and reviews.
- Develop and maintain currency of knowledge in best practice in the governance of not for profit associations, consistent with legislation and the NT Associations Act.
- Maintain currency of knowledge of HIV/AIDS, Hepatitis C, related illnesses and other blood borne viruses.
- Maintain currency of knowledge of NTAHC programs.
- Prepare for Board meetings by reading all agenda papers.
- Participate appropriately in all Board meetings.
- Maintain a collaborative working relationship with the Executive Director.
- Attend NTAHC special events.

Length of term: Not specified.

Time commitment: 4 hours per week on average.

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Job Description

HEPATITIS CONSUMER REPRESENTATIVE

Competencies

Demonstrated commitment to NTAHC's vision, mission and objects.

Qualifications relevant to the NTAHC Board role and responsibilities.

Experience and an interest in public involvement in community based health services and is able to demonstrate strategic thinking.

Governance and Executive Responsibility:

- Experience in or willingness to obtain good corporate governance skills, including the liabilities associated with governing an association;
- Takes a strategic perspective to establish aims and objectives and works in partnership with Executive Director, President and other Board members to shape the direction of NTAHC;
- Understands the working of NTAHC and shares with others collective and corporate responsibility for its operation and performance;
- Ability to utilise own knowledge, experience and skills in order to positively influence the strategic direction of NTAHC;
- Promotes a high performance culture; and
- Undertakes an ambassadorial role on behalf of NTAHC and at the same time pursues opportunities to further develop NTAHC.

Leadership:

- Works collaboratively with other members of the Board in the best interest of NTAHC;
- Champions of change in the interest of all stakeholders;
- Has personal mastery over role and position;
- Is politically sensitive and navigates the system effectively to build understanding in the interest of all stakeholders; and
- Motivated by collective, rather than personal achievement.

Equality and Diversity:

- Contributes to the development of a culture that promotes equality and values diversity.

Communication – has an ability to evaluate and modify own communication style to suit a wide range of situations and individuals including listening, observing and interpreting. And an ability to negotiate and influence in a variety of situations, both verbally and in writing.

Personal Style and Attributes:

- A proven commitment to openness, honesty and inclusiveness;
- Has resilience, stamina and ability to thrive in a demanding and complex environment;
- Awareness of own strengths and limitations and understands how this impacts on others;

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- Adopts a “can do” approach with vision, passion and pride whilst encouraging the same in others; and
- Highly motivated and able to inspire others.

Responsibilities:

- Learn and present the concerns and perspectives of people living with Viral Hepatitis in the Northern Territory.
- Participate in Board orientation, training, annual appraisal and reviews.
- Maintain currency of knowledge of HIV/AIDS, Hepatitis C, related illnesses and other blood borne viruses.
- Develop and maintain currency of knowledge in best practice in the governance of not for profit associations, consistent with legislation and the NT Associations Act.
- Maintain currency of knowledge of NTAHC programs.
- Prepare for Board meetings by reading all agenda papers.
- Participate appropriately in all Board meetings.
- Maintain a collaborative working relationship with the Executive Director.
- Attend NTAHC special events.

Length of term: Not specified.

Time commitment: 4 hours per week on average.

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Job Description

STAFF REPRESENTATIVE

Competencies

Demonstrated commitment to NTAHC's vision, mission and objects.

Qualifications relevant to the NTAHC Board role and responsibilities.

Experience and an interest in public involvement in community based health services and is able to demonstrate strategic thinking.

Governance and Executive Responsibility:

- Experience in or willingness to obtain good corporate governance skills, including the liabilities associated with governing an association;
- Takes a strategic perspective to establish aims and objectives and works in partnership with Executive Director, President and other Board members to shape the direction of NTAHC;
- Understands the working of NTAHC and shares with others collective and corporate responsibility for its operation and performance;
- Ability to utilise own knowledge, experience and skills in order to positively influence the strategic direction of NTAHC;
- Promotes a high performance culture; and
- Undertakes an ambassadorial role on behalf of NTAHC and at the same time pursues opportunities to further develop NTAHC.

Leadership:

- Works collaboratively with other members of the Board in the best interest of NTAHC;
- Champions of change in the interest of all stakeholders;
- Has personal mastery over role and position;
- Is politically sensitive and navigates the system effectively to build understanding in the interest of all stakeholders; and
- Motivated by collective, rather than personal achievement.

Equality and Diversity:

- Contributes to the development of a culture that promotes equality and values diversity.

Communication – has an ability to evaluate and modify own communication style to suit a wide range of situations and individuals including listening, observing and interpreting. And an ability to negotiate and influence in a variety of situations, both verbally and in writing.

Personal Style and Attributes:

- A proven commitment to openness, honesty and inclusiveness;
- Has resilience, stamina and ability to thrive in a demanding and complex environment;
- Awareness of own strengths and limitations and understands how this impacts on others;

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- Adopts a “can do” approach with vision, passion and pride whilst encouraging the same in others; and
- Highly motivated and able to inspire others.

Responsibilities:

- Learn and present the concerns and perspectives of staff.
- In conjunction with the Executive Director, report on Board meetings to the next staff meeting.
- Provide a staff report that represents the needs of the entire range of NTAHC staff and programs.
- Report against and advise on emerging and strategic issues for staff and service clients (or peers).
- Network and liaison with stakeholders. Consulting on legislation, policy and strategic partnership issues raised by service partners and people accessing NTAHC services.
- Profile staff and program outcomes, milestones or what needs to be celebrated as a result of service delivery.
- Participate in Board orientation, training, annual appraisal and reviews.
- Maintain a collaborative working relationship with the Executive Director.
- Develop and maintain currency of knowledge in best practice in the governance of not for profit associations, consistent with legislation and the NT Associations Act.
- Maintain currency of knowledge of HIV/AIDS, Hepatitis C, related illnesses and other blood borne viruses.
- Maintain currency of knowledge of NTAHC programs.
- Prepare for Board meetings by reading all agenda papers.
- Participate appropriately in all Board meetings.
- Maintain a collaborative working relationship with the Executive Director.
- Attend NTAHC special events.

Length of term: Not specified.

Time commitment: 4 hours per week on average.

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Job Description

ELECTED MEMBERS

Competencies

Demonstrated commitment to NTAHC's vision, mission and objects.

Qualifications relevant to the NTAHC Board role and responsibilities.

Experience and an interest in public involvement in community based health services and is able to demonstrate strategic thinking.

Governance and Executive Responsibility:

- Experience in or willingness to obtain good corporate governance skills, including the liabilities associated with governing an association;
- Takes a strategic perspective to establish aims and objectives and works in partnership with Executive Director, President and other Board members to shape the direction of NTAHC;
- Understands the working of NTAHC and shares with others collective and corporate responsibility for its operation and performance;
- Ability to utilise own knowledge, experience and skills in order to positively influence the strategic direction of NTAHC;
- Promotes a high performance culture; and
- Undertakes an ambassadorial role on behalf of NTAHC and at the same time pursues opportunities to further develop NTAHC.

Leadership:

- Works collaboratively with other members of the Board in the best interest of NTAHC;
- Champions of change in the interest of all stakeholders;
- Has personal mastery over role and position;
- Is politically sensitive and navigates the system effectively to build understanding in the interest of all stakeholders; and
- Motivated by collective, rather than personal achievement.

Equality and Diversity:

- Contributes to the development of a culture that promotes equality and values diversity.

Communication – has an ability to evaluate and modify own communication style to suit a wide range of situations and individuals including listening, observing and interpreting. And an ability to negotiate and influence in a variety of situations, both verbally and in writing.

Personal Style and Attributes:

- A proven commitment to openness, honesty and inclusiveness;
- Has resilience, stamina and ability to thrive in a demanding and complex environment;
- Awareness of own strengths and limitations and understands how this impacts on others;

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- Adopts a “can do” approach with vision, passion and pride whilst encouraging the same in others; and
- Highly motivated and able to inspire others.

Responsibilities:

- Participate in Board orientation, training, annual appraisal and reviews.
- Develop and maintain currency of knowledge in best practice in the governance of not for profit associations, consistent with legislation and the NT Associations Act.
- Maintain currency of knowledge of HIV/AIDS, Hepatitis C, related illnesses and other blood borne viruses.
- Maintain currency of knowledge of NTAHC programs.
- Prepare for Board meetings by reading all agenda papers.
- Participate appropriately in all Board meetings.
- Maintain a collaborative working relationship with the Executive Director.
- Attend NTAHC special events.

Length of term: Two years.

Time commitment: 2.5 hours per week on average.

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