

# Volunteer role description



Red Cross acknowledges  
the Traditional Owners  
of this land, their ancestors  
and Elders, past and present.

the  
power of  
humanity



## WA Regional Representatives Forum Chair

<b>Department</b>	<b>Governance – WA Divisional Advisory Board</b>
<b>Availability</b>	<b>Ongoing commitment with varied hours</b>
<b>Location</b>	<b>WA</b>
<b>Category</b>	Contributing to our operational work

### **Building an inclusive, diverse and active humanitarian movement based on voluntary service**

#### **Role purpose**

This is a voluntary committee position, where you will help to lead building and maintaining a strong, vibrant, and inclusive community of people connected to Australian Red Cross.

The role of the Forum is to connect representatives of regions across the State to share information, coordinate activities, and create a space for peer-to-peer support all Forum members to achieve their goals.

The Chair of the Forum will build, lead, and maintain an inclusive, collaborative, and participatory team environment for members of the Regional Representatives Forum. Guide a team of volunteers from across Western Australia as they support communication, connection, and community building with Australian Red Cross members and volunteers and their communities across WA. Participate in the West Australian Advisory Board and contribute to the broader volunteer leadership within Australian Red Cross in Western Australia.

The Chair is expected to be a champion for reconciliation, supporting Forum members in their roles as local champions for reconciliation. We believe that reconciliation is everyone's business, and that all Australian's have a role to play in challenging racism, breaking down stereotypes, and promoting understanding and healing between all Australians.

A member of the Forum must maintain absolute confidentiality of all personal or sensitive information communicated or disclosed to them in the course of their duties on the Forum.

Members of the WA Regional Representatives Forum reflect Divisional requirements, and will be drawn from members, other volunteers, and reflect the demographics and diversity of Western Australia. The Chair must be adept at recognizing a diverse range of needs, making reasonable adjustments, and creating safe, inclusive spaces.

The Chair is appointed for an initial term of two years and may be appointed for up to three terms (six years) by the West Australian Advisory Board after consultation with the Chair of the Forum.

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The WA Awards Forum will meet at least three times per year, and on other occasions as determined by the Chair to fulfil the responsibilities outlined below.

*Duties as a member of the West Australian Advisory Board:* The Chair of the Regional Representatives Forum will also serve as an appointed member of the West Australian Advisory Board. This is not a Board of Directors, it is an Advisory Board, focusing on providing advice on opportunities for partnerships, growth and investment to the State Director, governance of membership structures within WA, promoting the work of Australian Red Cross across WA, and communicating between all members and volunteers. Advisory Board members need to be willing to commit approximately four hours per week to this work, in addition to committees they serve on. The Advisory Board meets every two months, and in the period between meetings actively works on tasks and priorities through working groups and committees. To serve on the Advisory Board, you must be a governance member of Australian Red Cross in WA.

Current or new volunteers and members are eligible to apply. As this position is for a committee and a member of the West Australian Advisory Board, current Australian Red Cross staff are not eligible to apply.

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### **Role responsibilities**

- Develop Agenda items, papers, and other materials ahead of meetings, in collaboration with the Secretary.
  - Attend all meetings of the Regional Representatives Forum prepared to actively chair, ensuring an inclusive and collaborative meeting environment.
  - Lead the development of a state-wide work plan for the Regional Representatives Forum (RRF).
  - Report on activities of the RRF at WA Advisory Board meetings.
  - Actively participate in meetings and activities of the WA Advisory Board, beyond the priorities of the RRF.
  - Actively support Forum members to fulfil their responsibilities, through coaching, mentoring, and collaboratively problem solving.
  - Celebrate the successes of Forum members and Forum activities.
  - Lead annual reflection on work plan, achievements, barriers, and opportunities.
  - Plan for the future with a focus on succession planning and diversity.
  - Be a champion for reconciliation, through personal behaviours, role modelling, and creating opportunities for cultural exchange and respectful learning for Forum members.
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### **Knowledge, skills and experience**

- Commitment to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians (or excited to learn and take action)
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- A passion for strong, inclusive communities.
  - Good coach and cheerleader.
  - High level of skill with email, Microsoft Office, and videoconference/teleconference applications.
  - Experience facilitating group discussions
  - Experience in effectively leading a virtual team
  - Strategic, creative, solutions focused thinker
  - Comfortable with reflective practices
  - Must be a Governance Member of Australian Red Cross in WA (or willing to become one)
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### Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)
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### Learning and development

- Complete Red Cross online learning modules as required
  - Attend Red Cross Volunteer Induction and ongoing training as required
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### General conditions

We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

*In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement*

**Humanity**

**Impartiality**

**Neutrality**

**Independence**

**Voluntary Service**

**Unity**

**Universality**

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