



ALHR STATE/TERRITORY CONVENOR

POSITION DESCRIPTION

ALHR State/ Territory Convenors are responsible for proactively and energetically engaging the membership of Australian Lawyers for Human Rights (**ALHR**) locally and contributing to the national management of ALHR's operations and advocacy. ALHR State/Territory Convenors play a vital role to the health of ALHR in being responsible for managing ALHR advocacy on local State and Territory human rights issues and by engaging, as appropriate, with ALHR's national thematic subcommittees and national committee.

From a governance perspective, it is ideally the case that there will be more than one ALHR Convenor per each State and Territory Committee such that they will be described properly as "Co-Convenors". However, for the purposes of this guideline, the term "ALHR State/Territory Convenors" includes "Co-Convenors".

By effectively, enthusiastically and innovatively engaging ALHR members, ALHR State/Territory Convenors ensure that ALHR has the human and financial resources it requires to operate effectively while optimising its advocacy impacts. Once members are engaged, they can assist with ALHR activities such as submission-writing, letter-writing, political lobbying organising and hosting educational/fundraising events, fundraising and/or holding official positions. Convenors can also engage with less-active members, through newsletters, educational/fundraising events, and media engagement to assist with keeping human rights in the forefront of members' minds and daily lives.

Purpose of guidelines

The purpose of these guidelines is to assist:

- prospective ALHR Convenors in assessing whether they are capable of, and have the capacity for, taking on the broad responsibilities of being an ALHR Convenor;
- new ALHR Convenors in understanding ALHR's expectations of an ALHR State/Territory Convenor; and
- the National Committee in determining whether an ALHR State/Territory Convenor is meeting the expectations of their role as an ALHR convenor.

Expectations of the role

1. Comply at all times with ALHR's policies and procedures including the Conflict of Interest Policy and Procedures; the [Financial Control and Authorisation Policy and Procedures](#), [Social Media Policy](#), [Volunteers Policy](#) and the policies and procedures set out within the [National Committee Induction Pack](#).
2. Convene a minimum of four (4) meetings per annum for the state or territory membership .
3. Focus on proactively addressing and confronting local human rights issues through:
 - (i) membership-engagement including networking with lawyers and law students in their State / Territory ;
 - (ii) submission writing;
 - (iii) letter writing,
 - (iv) engaging political representatives,
 - (v) media engagement,
 - (vi) organising educational/fundraising events on the issue.
4. Organise, or contribute to the organisation of fundraising events with the support of other members of the ALHR national Committee
5. Draft and send four (4) to twelve (12) (with a strict minimum of four (4) newsletters per year to the State/Territory membership.
6. Monitor and respond promptly to emails sent to the ALHR Convenor email address. Emails should at least be checked every second day.
7. Engage with and reach out to enthusiastic members and ensure they are given opportunities to contribute to ALHR's multi-faceted advocacy. Think about succession planning for the next generation of convenors.
8. Network with other local NGOs, groups, organisations and stakeholders in order to collaborate, on various and different human rights campaigns including co-hosting educational/fundraising events (with the prior approval of the national Committee)
9. Consistently attend the monthly meetings of the ALHR National Committee to report back on the State / Territory activities. State/Territory Convenors are expected to work together to ensure that there is **always at least** one ALHR Co-Convenor present at the monthly meetings of the National Committee.
10. Attend the Annual General Meeting and a minimum of 1 convenor should attend any Annual ALHR Planning Weekend.

11. Proactively engage and work with ALHR's thematic national Subcommittees as a means of engaging local members and to organise educational/fundraising events and to conduct advocacy on local human rights issues.
12. Respond to and consistently participate in the collaborative decision-making and approvals processes required of all members of the ALHR National Committee.
13. Consult with previous convenors/National Committee members is encouraged to assist in ascertaining achievable goals for your region and ALHR membership base.

Newsletters to members

Any email communication to the State/Territory Committee Members must be done through the ALHR Newsletter System. This is to ensure that every local ALHR State/Territory Member (including newly signed up ALHR Members of that particular State or Territory) receive the specific notification/announcement. For example: NSW Convenors reminding their members of an upcoming NSW event or meeting, or a traditional newsletter setting out all of the State / Territory's activities.

ALHR State/Territory Newsletters are to be sent to the ALHR members of your State or Territory.

A relevant Newsletter template should be used so as to ensure consistency of branding and the inclusion of permanent links to important membership information at the bottom of every newsletter. If you have any questions or suggestions about this, please contact and raise with the ALHR Executive.

All email communications sent in the capacity of work being undertaken in association with a role on the ALHR National Committee must be sent through the official @alhr.org.au email which has been set up for your State/Territory.

Emails **must not** be sent from your personal or work email address.

ALHR State/Territory Convenors' Responsibility to Ensure Someone is Always Convening their Particular ALHR State/Territory Committee

ALHR recognises that as a volunteer organisation, we are generally dependant on already busy legal professionals. ALHR appreciates that peoples' capacity to be actively engaged can fluctuate. However, in committing to perform the role and duties of an ALHR State/Territory Convenor, individuals are responsible for communicating with their fellow Co-Convenors and the ALHR National Committee if at any time they anticipate that their capacity to contribute to ALHR and their State/Territory Committee will be reduced for a temporary period of time.

If an ALHR State/Territory Convenor is aware that they will be unable to contribute for a significant period of time (i.e. two months or more), they should discuss this with their fellow Co-Convenors and determine whether another ALHR Member should be recruited to assist with convening duties for that time.

If an ALHR State/Territory Convenor is aware that they will be unable to contribute for a period of time longer than six months, they should either resign as convenor or make arrangements to have an acting convenor take over.

If the ALHR National Committee has concerns about an ALHR State/Territory Convenor's capacity to adequately engage with members (based on the expectations outlined **above**), in the first instance an ALHR Executive Office Bearer will discuss this with the particular Convenor and set agreed goals for the subsequent three months. If these goals are not met, the ALHR National Committee may resolve to remove a n ALHR State/Territory Convenor and appoint a new one.

Where an ALHR State/Territory Convenor consistently fails to engage with the ALHR National Committee and perform the **above** outlined responsibilities for a prolonged period of time without explanation or discussion with an office bearer the ALHR National Committee can resolve to remove a convenor and appoint a new convenor.