



PRESIDENT-ELECT / PRESIDENT / IMMEDIATE PAST PRESIDENT

ROLE DESCRIPTION AND PERSON SPECIFICATION

Context

The World Hepatitis Alliance (WHA) is a not-for-profit international umbrella Non-Governmental Organisation (NGO) whose membership is composed of organisations working in the field of viral hepatitis. It is patient-led and patient-driven and full membership is limited to patient groups. It is not aligned with any party political views and does not discriminate on the basis of creed, religion, lack of religion, ethnicity, gender or sexual orientation.

The activities of WHA include, but are not limited to:

- Raising awareness of chronic viral hepatitis. In particular this involves coordinating global activities for World Hepatitis Day and supporting regional and national World Hepatitis Day programs
- Providing the administrative and logistical support for NOhep, the global movement to eliminate viral hepatitis by 2030
- Reducing the stigma associated with chronic viral hepatitis by improving education and understanding of chronic viral hepatitis
- Working with the World Health Organization (WHO) and national governments to give viral hepatitis the profile and priority it must have
- Working with Members to help them ensure that every country has an effective strategy in place to combat viral hepatitis
- Organising, with WHO, the World Hepatitis Summit, the key global forum on viral hepatitis for national governments, people living with viral hepatitis, civil society, global funders, public health practitioners, industry and researchers.
- Supporting Members and helping them to build capacity
- Liaising with a wide range of Non-State Actors to secure support and endorsement for the work of WHA, its Members and the annual World Hepatitis Day
- Ensuring that appropriate diagnostics and the best treatments for viral hepatitis are affordable and accessible to all those who need them so that no-one is left behind

Vision

Seeking a world without viral hepatitis.

Mission Statement

Provide global leadership to drive action to help eliminate viral hepatitis as a public health threat by 2030. We work with governments, members and other key partners to support and elevate the voices of people living with viral hepatitis, to raise the profile of viral hepatitis and to help establish comprehensive hepatitis strategies which have robust prevention measures and access to affordable diagnostics and treatment.

PRESIDENT-ELECT

Description of Office

The primary role of the President-Elect is to collaborate with the President to learn the role of the President, to become familiar with the activities of the World Hepatitis Alliance and its governance, and to develop and facilitate office transition. The President-Elect is a non-executive member of the Board and assists and supports the President as needed and plans for the Presidential years. The President-Elect has a fiduciary duty toward WHA and as such is to act in good faith in the best interests of the organisation and exercise reasonable care and diligence. It is anticipated that the President-Elect will be endorsed as President at the end of their term as President-Elect.

Main Duties

- Work alongside the President, Board and the Chief Executive Officer as they establish overall long and short term strategic goals, objectives and priorities for the WHA.
- Review and understand WHA's statutes and by-laws, policies and procedures, financial and legal situation.
- Attend and participate in the annual board meeting and the annual general meeting in a non-voting capacity.
- Collaborate with the President and the Chief Executive Officer in preparing the agenda for the annual board meeting.
- Attend some high level meetings (e.g. WHO, United Nations, Ministry of Health etc.) with the President to learn the process of informing and influencing the viral hepatitis agenda
- Work alongside the President and the Chief Executive Officer to learn how Board resolutions are carried out.
- Maintain effective communication with the President and fully engage in the transition to leadership process.
- Attend and participate in the Pre-Summit Member Conference and the World Hepatitis Summit.
- Sit on committees and/or sub-committees of the World Hepatitis Summit as required.
- Work alongside the President and the Chief Executive Officer to annually review the organisation's budget.
- Work alongside the President and the Executive Board to maintain effective relationships and open communication with member organisations.
- Work alongside the President and Chief Executive Officer to develop and enhance relationships with other community groups and agencies that share the goals of WHA.
- Receive a briefing on the conduct of the performance review and/or recruitment of the Chief Executive Officer as appropriate.
- Receive a briefing on the conduct of the performance review of the Executive Board and be informed of steps taken to improve its performance and ensure that it has fulfilled its responsibilities and that processes and actions are consistent with the vision, mission and policies of the organisation.

Term

The President-Elect serves for a one-year term before serving a two-year term as President followed by a one-year term as Immediate Past President. Presidents cannot serve two consecutive terms but can serve more than one non-consecutive term.

Time Commitment

Approximately 25 days per year (excluding travel).

PRESIDENT

Description of Office

The primary role of the President is to serve as the chair of the Executive Board. The President has a fiduciary duty toward WHA and as such is to act in good faith in the best interests of the organisation, exercise reasonable care and diligence and ensure that the Executive Board fulfils its responsibilities for the governance of the organisation. The President is also responsible and accountable to the membership and works in partnership with the Chief Executive Officer to achieve the mission of the organisation and to optimise the relationship between the Board and staff.

Main Duties

- Provide leadership and review the performance of the Executive Board and take steps to improve its performance and ensure that it has fulfilled its responsibilities and that processes and actions are consistent with the vision, mission and policies of the organisation.
- Work with the Board and the Chief Executive Officer to establish overall long and short term strategic goals, objectives and priorities
- Review and understand WHA's statutes and by-laws, policies and procedures, financial and legal situation and be a signing authority on behalf of the Board for financial and legal purposes.
- Chair and participate in the annual board meeting, any other board meetings and the annual general meeting.
- Collaborate with the Chief Executive Officer in preparing the agenda for board meetings.
- Represent the interests of WHA at high level meetings (e.g. WHO, United Nations, Ministry of Health etc.) to inform and influence the viral hepatitis agenda and serve as the official spokesperson for the organisation.
- Work in partnership with the Chief Executive Officer to make sure that Board resolutions are carried out.
- Maintain effective communication with the Chief Executive Officer (e.g. regular activities update)
- Chair the Pre-Summit Member Conference and participate in the World Hepatitis Summit.
- Sit on committees and/or sub-committees of the World Hepatitis Summit as required.
- Annually review and present the organisation's budget to the Executive Board for approval.

- Work in partnership with the Executive Board to maintain effective relationships and open communication with member organisations.
- Develop and enhance relationships with other community groups and agencies that share the goals of WHA.
- Prepare the President-Elect to transition to leadership.
- Prepare and coordinate a performance review of the Chief Executive Officer and/or recruitment as appropriate.

Term

The President serves for a two-year term following one year as President Elect and before another year as Immediate Past President. Presidents cannot serve two consecutive terms but can serve more than one non-consecutive term.

Time Commitment

Approximately 50 days per year (excluding travel)

IMMEDIATE PAST PRESIDENT

Description of Office

The primary role of the Immediate Past President is to provide advice to the Executive Board regarding past practices and other matters and to support the President and Board in governing the organisation. In particular, the Immediate Past President supports the President on an as-needed basis. The Immediate Past President is a non-executive member of the Board and may be appointed to perform the duties of the President in the absence or disability of the latter and at the request of the Board.

Main Duties

- Keep abreast of changes in the vision, mission, policies and strategic direction of WHA.
- Attend and participate in the annual Board and General Meeting including reviewing agenda and supporting materials prior to the meeting in conjunction with the President.
- Respond to requests for background information and advice on past practices.

In addition and only at the request of the President the Immediate Past President may also:

- Sit on committees and/or sub-committees of the World Hepatitis Summit.
- Contribute to the performance review and/or recruitment of the Chief Executive Officer as appropriate.
- Represent the interests of WHA at high level meetings (e.g. WHO, United Nations, Ministry of Health etc.) to inform and influence the viral hepatitis agenda and serve as the official spokesperson for the organisation on behalf of the President and perform all duties as outlined in the President Role description in the absence or disability of the latter.

Term

The Immediate Past President serves for a one-year term following one year as President Elect and two years as President. Presidents cannot serve two consecutive terms but can serve more than one non-consecutive term.

Time Commitment

Approximately 25 days per year (excluding travel).

Financial support

While those positions are unpaid, WHA will meet all reasonable travel expenses associated with fulfilling the duties of those positions. Some limited administrative expenses and support will also be provided. Any fees earned in the capacity of any of the Presidential positions must be paid to WHA.

Miscellaneous

Those role descriptions may be reviewed every year.

Person specification

Essential criteria

- Be a chronic viral hepatitis patient, defined as someone who has or has had chronic hepatitis B or chronic hepatitis C infection (*a declaration will have to be signed to confirm status*).
- Have an excellent command of the English language and have excellent public speaking skills.
- Demonstrate strong leadership and a capacity to communicate a compelling sense of purpose which inspires and energises others (i.e. excellent proven track record of successfully governing a non-profit organisation).
- Fully commit to the by-laws and ethos of the organisation and publicly support them.
- Have an excellent understanding of key global health concepts and challenges
- Be willing and able to travel (i.e. valid passport etc.).
- Be able to honour the time commitment and prepare for, attend, and participate in board and general meetings (including conference calls), ask questions, take responsibility, follow through on a given assignment, and evaluate oneself.

Skills/Abilities

- Ability to listen, analyse, think strategically and creatively, and work well with people individually and in a group.
- Ability to consider multiple viewpoints about controversial issues and to communicate WHA's perspective effectively with members and stakeholders.
- Excellent team-building and interpersonal skills.
- Excellent media skills

Experience

- In building effective and professional relationships with governments and other key stakeholders.
- In maintaining effective and timely communications at a distance.
- In conducting performance evaluations.
- In chairing meetings.
- In conflicts resolution.

Personal characteristics

- Be willing to develop certain skills if one does not possess them and to learn more about the substantive activities of the organisation.
- Honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; and concern for the organisation's development.
- Be aware of the need for confidentiality, sensitivity and respect.
- Be aware of potential for conflicts of interest and declare all potential and actual conflicts of interest to the Board. Be prepared to abstain from any critical decisions when significant conflicts of interest exist or could be seen to exist.