REGIONAL BOARD MEMBERS
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.
Description of Office

Regional Executive Board Members have a fiduciary duty toward WHA and as such their primary role is to act in good faith in the best interests of the organisation and exercise reasonable care and diligence. Their role is also to provide the patient perspective and ensure that WHA remains a patient-driven organisation. As such, their duties are to provide governance and strategic direction to the organisation; articulate the interests of patient groups in their region within WHA Board discussions; where requested, help patient groups with national advocacy; and encourage patient groups to work together, both nationally and regionally, to give WHA greater cohesion and strength. The business and affairs of WHA are supervised and directed by the Executive Board. The day to day business of WHA is carried out by the staff.

The role of the Regional Board Members is not to dictate what patient groups in their region should do or how to operate.

Main duties

- Work with the President and the Chief Executive Officer to 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.
- Input in all matters of governance and ensure that the Board complies with its legal responsibilities with assistance from WHA staff.
- Attend and participate in the annual Board and General Meeting including reviewing agenda and supporting materials prior to the meeting.
- Communicate the interests of WHA in their region and, as Regional Board Members, act as an official spokesperson for their region to the larger community.
- Build effective and professional relationships with Members in their regions and maintain appropriate communication.
- Develop and enhance relationships with other community groups and agencies in their region that share the goals of the WHA.
- Attend and participate in the Pre-Summit Member Conference and the World Hepatitis Summit.
- Maintain appropriate level of communication with the President and CEO including participating in video conferences and providing regular activities update.
- Contribute to WHA’s projects and activities as required.
- Annually review and vote on the organisation’s budget.
- Ensure that all potential conflicts of interest are disclosed to the Board in line with the Code of Conduct
- Elect the President

Term

Regional Executive Board Members serve for a two-year term with a maximum of three consecutive terms.
Time Commitment

Approximately 25 days per year (excluding travel).

Financial support

While the position is unpaid, WHA will meet all reasonable travel expenses associated with fulfilling the duties of this position. Some limited administrative expenses and support will also be provided. Any fees earned in the capacity of Regional Executive Board Members must be paid to WHA.

Miscellaneous

This role description 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
- Able to bring to the Board experience and understanding of issues relating to viral hepatitis in the region they represent to help contribute to WHA’s vision and mission.
- Fully commit to the by-laws and ethos of the organisation and publicly support them.
- 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 actively participate in the evaluation process.

Skills/Abilities

- Ability to listen, analyse, think strategically and creatively, and work well with people individually and in a group.
- Excellent interpersonal skills.

Experience

- In building effective and professional relationships with other NGOs, such as patient groups and other key stakeholders.
- In maintaining effective and timely communications at a distance.
- In sitting on boards or committees at the international, regional or national level.
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 willing to foster a positive working relationship with other Board members and the staff and recognise and value the contribution of others.

- 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.

- Strictly abide by Board policies in particular the Code of Conduct