



The Australian Association of Family Therapy Inc.

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POSITION DESCRIPTION – ANZJFT Chair / Journal Convenor

1. KEY OBJECTIVES

Represent the ANZJFT on the AAFT Committee of Management

To oversee the activities of the ANZJFT Publications Committee (PC)

2. SPECIFIC DUTIES

- A. Position on AAFT COM EXECUTIVE – report to executive on Journal matters
- B. Liaising with AAFT administration re journal matters
- C. Liaising with Wiley Blackwell (WB) re journal matters
- D. Managing reporting on an operational budget and being accountable for this to AAFT COM, including discretionary \$1000 stipend for use at Conferences/P.D.'s/workshops.
- E. Responsible for recruitment to editorial board and publications committee positions
- F. Chair quarterly PC executive meetings with editorial board, Annual Full PC meetings, Annual Planning meeting
- G. Report to Full PC on AAFT COM matters including financials
- H. Report on ANZJFT activities at quarterly AAFT COM meetings and report for AGM
- I. The Full Publications Committee/Advisory Panel and Editorial Board report to this position
- J. Liaise with and support for editor
- K. Position on the ANZJFT Award Committee annually and responsible for recruitment of awards committee from Full PC

3. EXTENT OF AUTHORITY

- A. This position reports to the AAFT Executive
- B. Authority to allocate funds as ANZJFT Chair deems appropriate within the given budget
- C. Authority to advertise and recruit for positions on the Publications Committee, including final approval of selected applicants and involvement in contractual process

4. TIME COMMITMENT

- A. 2 years commitment in Chair Role + 2 years commitment as immediate past chair
- B. Role change over at annual AAFT AGM in October/November
- C. Attendance annual AAFT – WB meeting
- D. Attendance bi annual AAFT strategic planning meetings and AGM
- E. Attendance monthly AAFT COM executive meetings
- F. Attendance quarterly AAFT COM meetings – travel expenses paid