



## The Australian Association of Family Therapy Inc.

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### POSITION DESCRIPTION – CONVENOR of ACCREDITATION and TAD COMMITTEES

#### 1. KEY OBJECTIVES

- A. To establish and promote clear standards of clinical, ethical and professional practice.
- B. To establish processes whereby these are maintained in a way which is accountable to members.
- C. To assess applicants' suitability for clinical membership of the Association through processes which are professional, accountable and sensitive
- D. Assess applications suitability for Supervisors Accreditation.
- E. Forms part of the Executive Committee.

#### 2. SPECIFIC DUTIES

- A. Dissemination of information in relation to criteria and requirements for clinical membership and Supervisor status.
- B. Handle specific enquiries regarding membership.
- C. Review all paperwork pertaining to a particular application to ensure:
  - i) Adequate hours of training and supervision.
  - ii) Appropriate endorsement by supervisors.
- D. Follow up any areas that need clarification.
- E. Make recommendations to the AAFT Inc Committee of Management in relation to specific applications, and to the policy and procedures relating to membership.
- F. Provide a point of reference for membership issues.
- G. Ensure regular review of published materials in respect of clinical and membership issues to ensure all are up to date.
- H. Oversee the committee's of Accreditation and TAD.
- I. Receive, table and present reports to the Executive from both Accreditation and TAD committees.

#### 3. EXTENT OF AUTHORITY

- A. Position forms part of the Executive committee.
- B. To represent the AAFT Inc Committee of Management in relation to clinical membership issues.
- C. To scrutinise applications and make recommendations to the Committee of Management on those which either clearly meet or clearly do not meet membership criteria, by first name only.
- D. In the case of an application which is in some way contentious, to present such application to the Committee of Management in more detail, for a final decision by that Committee.

#### 4. TIME COMMITMENT

- A. 1-2 hours weekly.
- B. 2 hours for the AAFT Committee of Management meetings as required.
- C. 2 hours monthly for the AAFT Accreditation sub-committee meetings.