



The Australian Association of Family Therapy Inc.

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POSITION DESCRIPTION – CHAIR, AUSTRALIAN FAMILY THERAPISTS’ AWARD FOR CHILDREN’S LITERATURE

1. KEY OBJECTIVES

- A. To represent the Australian Association of Family therapists Inc. (AAFT Inc.) on the Award committee.
- B. Accountable and reportable to the Secretary of AAFT.

2. SPECIFIC DUTIES

- A. Participate in the annual decision as to which book/s will receive the award.
 - (i) Read as many as possible of the books (usually about 40-50 novels and 20 picture books) submitted by publishers for the award in a period of about six months.
 - (ii) Make notes of your comments about each book and circulate these periodically to the other Award Committee members.
 - (iii) Keep in touch with the other Award Committee members and read their comments about the books.
 - (iv) Attend the annual meeting of the Award Committee, which rotates amongst the capital cities of the participating States; host the meeting when it is Victoria’s turn.
 - (v) Provide 3 monthly reports to the Secretary for presentation to Committee of Management.
- B. Keep AAFT abreast of issues relating to the Award and AAFT’s involvement in and commitment to the Award
 - (i) Ensure the publication in AAFT News of the annual Award winner and any book reviews written by any member of the Award Committee.
 - (ii) Ensure that cheques for the annual prize money are sent to the representative of the state hosting the Family Therapy Conference for presentation to the winners.
 - (iii) Write a short annual report at the time of the AAFT Annual General Meeting.
- C. Organise the presentation of the Award at the annual Family Therapy Conference.

3. EXTENT OF AUTHORITY

- A. Authority to take part in and contribute to the decision as to which book/s win the annual award.
- B. Any other decisions in relation to the Award must be presented to the Committee of Management for their consideration.

4. TIME COMMITMENT

- A. Approximately 6 months per year from November to June in reading and selecting winning material.
- B. A whole day per year for the annual face to face Award Committee meeting, plus travel to and from the meeting.
- C. AAFT will reimburse each State representative a maximum of \$500 per person in relation to commuting costs for attendance at the annual Award Committee meeting, for one representative per state only.
- D. Ensuring that annual selection day takes place.