



The Australian Association of Family Therapy Inc.

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POSITION DESCRIPTION – BRANCHES CONVENOR

1. KEY OBJECTIVES

- A. To develop and provide a professional development program in conjunction with State representatives that promotes the principles and objectives of AAFT Inc within the local, national, and international level.
- B. In conjunction with all members of the Professional Development sub-committee, contribute to the growth and development of the Association through participation in the Executive Committee of Management meetings and professional development throughout Australia.
- C. Forms part of the Executive Committee.

2. SPECIFIC DUTIES

- A. The Convener facilitates professional development meetings in conjunction with other members of the sub-committee.
- B. Provision of dates to advertise professional development events, and provide reviews of the professional development program, to the AAFT Inc Newsletter.
- C. Co-opt other members (in agreement with other members of the sub-committee) to the Professional Development sub-committee as necessary.
- D. Provision of reports to the Committee of Management at its meetings and speak to reports as needed.
- E. Organize meetings of members of the Professional Development sub-committee.
- F. Attendance at Professional Development program, organisation of venue, provision of refreshments, and responsibility for overall smooth running of the program.
- G. Delegate above duties to other members of the sub-committee or admin staff, as required.
- H. Provide reports for the AGM.

3. EXTENT OF AUTHORITY

- A. By delegation from the President, authority to spend funds within the allocated budget, including Petty Cash Advance, as determined by the Committee of Management.
- B. By delegation from the President, authority to represent AAFT Inc on matters of professional development, after due consideration with the Committee of Management.

4. TIME COMMITMENT

- A. Attend regular meeting of both the Executive meeting and Committee of Management with other members of the sub-committee.
- B. Liaise with other sub-committees as required.
- C. To attend regular sub-committee meetings and to attend the professional development events.
- D. Attend to administrative matters associated with provision of these duties as required (i.e. one hour per week).

SUB-COMMITTEE MEMBERS are expected to support the Convenor in performing the key objectives of the Committee