



The Australian Association of Family Therapy Inc.

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POSITION DESCRIPTION – IMMEDIATE PAST PRESIDENT/ CONVENER, ETHICS PANEL

1. KEY OBJECTIVES

- A. Support to and transfer of experience to incoming president.
- B. To regularly review the AAFT code of Ethics and ensure that it remains relevant and appropriate for the Association.
- C. To educate AAFT members and consumers about the AAFT Code of Ethics and about procedures for making a complaint and answer any queries from the press/public regarding Code of Ethics.
- D. To ensure that complaints of violations of the Code of Ethics are investigated, and if violations are found to have occurred, ensure that appropriate action is taken.
- E. Ensure that:
 - ♦ Copies of the AAFT Code of Ethics are available to all AAFT members.
 - ♦ Workshops on the Code of Ethics are offered from time to time.
 - ♦ That reports or information from the ethics subcommittee or ethics convener are tabled with the AAFT Executive meetings.
 - ♦ AAFT Executive is informed and updated on any complaints received about AAFT members.
- F. To liaise with members of the ethics committee/panel of other relevant professional associations.
- G. Forms part of the Executive Committee of AAFT.

2. SPECIFIC DUTIES

- A. Support incoming president to ensure a smooth transition into role.
- B. Receive and implement information regarding any complaints against AAFT members as set out in AAFT Procedures for dealing with Ethical Matters.
- C. Received and give regular information/reports on progress of the complaints and outcomes.
- D. Ensure that the responsibilities of the ethics panel/subcommittee are fulfilled.
- E. Present reports from the ethics panel/subcommittee to the AAFT executive and COM as required.
- F. Prepare ethics reports to the AGM.

3. EXTENT OF AUTHORITY

- A. Authority to convene Ethics Panel meetings as required.
- B. Authority to receive a complaint and implement the procedures for dealing with complaints as set out in the “AAFT Procedures for dealing with Ethical matters”.
- C. Authority to make recommendations to the AAFT Executive.
- D. Authority to have the casting vote in deliberations requiring majority decisions of the Ethics Committee Panel.

4. TIME COMMITMENT

- A. Investigate and review progress of existing complaints.
- B. Attend monthly AAFT Executive meetings and provide reports.
- C. Attend quarterly AAFT COM and strategic planning meetings.
- D. Attend yearly AGM.

5. DESIRABLE CRITERIA FOR CONVENOR

- A. Clinical Member of AAFT, at least 7 years.
- B. Member of a committee of AAFT, least 1 year.
- C. No Ethical Complaints against the Clinical Member to have been substantiated.