



## The Australian Association of Family Therapy Inc.

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### POSITION DESCRIPTION - PRESIDENT

#### I. KEY OBJECTIVES

- A. To represent and promote the professional standing of the Association at a national and international level where appropriate.
- B. To facilitate the development of appropriate and timely policies and procedures.
- C. To ensure that the activities of the Association meet the objectives of AAFT as expressed in the Statement of Purposes and the Rules of the Association.
- D. To ensure regular meetings of the Executive Committee of Management, Annual General Meetings, Special General Meetings and any other meetings that may be required in order to fulfil the aims of the Association.
- E. To oversee the operations of the Association between Annual General Meetings
- F. Forms part of the Executive Committee.

#### II. SPECIFIC DUTIES

- A. Oversee the Subcommittees covering website and office functioning administration and AAFT office and website.
- B. On request represent the Association at public gatherings, forums and events.
- C. Act as spokesperson on behalf of the organization where appropriate.
- D. In association with the Secretary and admin staff, co-ordinate and chair the Annual General Meeting.
- E. Ensure that proper process occurs in the development of policy and any changes to current policy and process.
- F. Monthly email of bulletins to membership detailing committee activities for past month.
- G. Ensure that members are informed of important developments, changes, etc. within and relevant to the Association on a regular basis.
- H. To direct the Office Manager, to delegate tasks and to supervise the office staff. (or under IV)
- I. Chair strategic planning meetings and other meetings as needed.

#### III. EXTENT OF AUTHORITY

- A. Authority to co-sign cheques on behalf of AAFT for expenditure in relation to AAFT operations.
- B. Authority to represent AAFT at a national and international level.
- C. Authority to chair meetings and to hold the casting vote (as chair) in instances where issues are not able to be resolved because of equal votes.

#### IV. TIME COMMITMENT

- A. Prepare Agenda for Executive and COM meetings in conjunction with Office Manager.
- B. Attend and chair regular meetings of the Committee of Management and Executive Committee meetings.
- C. Receive minutes and monthly reports from Office Manager.
- D. Attendance at other sub-committee or special meetings, as required.
- E. Fortnightly contacts with AAFT's Office Manager and/or Administrative Officer to review tasks and priorities.
- F. Newsletter articles providing information to members.
- G. Some availability to respond to email enquiries.