



The Australian Association of Family Therapy Inc.

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POSITION DESCRIPTION – VICE PRESIDENT/PACFA CONVENOR

I. KEY OBJECTIVES

- A. Support and provide back-up to the President of AAFT in the undertaking of presidential duties, and in ensuring that the major objectives of the Association are met.
- B. Forms part of the Executive Committee.

II. SPECIFIC DUTIES

- A. Assist the President in the undertaking of her/his duties as required. These include:
 - Act as a point of first contact where appropriate.
 - Represent the Association at public gatherings, forums and events.
 - Act as spokesperson on behalf of the organization
 - In association with the Executive co-ordinate the activities of the Committee of Management
 - In association with the Secretary, co-ordinate and chair the Annual General Meeting
- B. In the absence of the President, or by delegation from the President, fulfil any of these duties as required.
- C. Contribute to the growth and development of the Association, via participation in Committee of Management and Executive meetings, as well as extra-ordinary meetings and Sub-committee meetings where requested or appropriate.
- D. Convene and head a panel to deal with marketing AAFT and ANZJFT. This may include overseeing the Strategic use of the newsletter, website and other marketing and Publication tools.
- E. Act as delegate to PACFA Council or nominate alternative representative/s.
- F. Receive, table and present reports from PACFA, Newsletter/Marketing and PR. Sub-committees at Executive meetings.

III. EXTENT OF AUTHORITY

- A. By delegation from the President, to co-sign cheques on behalf of AAFT for expenditure in relation to AAFT operations.
- B. By delegation from the President, authority to commit AAFT on matters of policy and national issues after due consultation with the Committee of Management and/or the Executive.

IV. TIME COMMITMENT

- A. Attend regular meetings of the Executive and general Committee of Management.
- B. If required, attend other meetings.
- C. Liaison with other sub-committees, as required
- D. By delegation from the President, to represent the Association at professional and public events, as required.