



## The Australian Association of Family Therapy Inc.

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### POSITION DESCRIPTION – State Branch Representatives

#### 1. KEY OBJECTIVES

- A. In conjunction with Clinical Family Therapist Member, Professional and General members in each State/Region contribute to the growth and development of the Association through participation in Local Committee meetings that promotes the principles and objectives of AAFT Inc within the local, national, and international level
- B. To develop and provide a professional development program in each State/Region that reflects the specific needs of Clinical Family Therapist Member, Professional and General members in that State/Region.

#### 2. SPECIFIC DUTIES

- A. The State Representative in conjunction with co-opted State Clinical Family Therapist Member, Professional and General members to facilitate clinical and professional development meetings/programmes.
- B. To provide dates to the Branch Convenor about State/Regional professional development events, and provide reviews of the professional development program to the AAFT Inc Newsletter and Website.
- C. Provision of reports to the Branch Convenor at State Representative meetings and speak to reports as needed.
- D. Delegate above duties to other co-opted State Clinical Family Therapist Member, Professional and General members as required.
- E. Contact New Members when advised by Admin.

#### 3. EXTENT OF AUTHORITY

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

#### 4. TIME COMMITMENT

- A. Attend regular meetings of the AAFT Committee of Management
- B. Liaise with other State Representatives' as required.
- C. To attend regular sub-committee meetings, facilitate and attend the professional development events in each State/Region. Attend to administrative matters associated with provision of these duties as required

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