



The Australian Association of Family Therapy Inc.

PO BOX 2351. RICHMOND VIC 3121. AUSTRALIA Tel 0499 078 211

www.aaft.asn.au admin@aaft.asn.au ABN 44 698 290 795

POSITION DESCRIPTION – VICE PRESIDENT

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. GENERAL

- i) 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
- iv) In association with the Executive co-ordinate the activities of the Committee of Management
- v) In association with the Secretary, co-ordinate and chair the Annual General Meeting
- vi) In the absence of the President, or by delegation from the President, fulfil any of these duties as required.
- vii) 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.

B. ETHICS

- i) Receive and implement information regarding any complaints against AAFT members as set out in AAFT Procedures for dealing with Ethical Matters.
- ii) Receive and give regular information/reports on progress of the complaints and outcomes.
- iii) Ensure that the responsibilities of the ethics panel/subcommittee are fulfilled.
- iv) Present reports from the ethics panel/subcommittee to the AAFT executive and COM as required.
- v) Prepare ethics reports to the AGM.

C. TAD

- i) Oversight the Training and Accreditation Committees responsibility for course accreditation and the promotion of AAFT credentialed courses.
- ii) Convene discussions with TAD committee to provide ideas about marketing AAFT and ANZJFT. This may include overseeing the Strategic use of the newsletter, website and other marketing and Publication tools.

D. PACFA

- i) Maintain some liaison with PACFA.
- ii) Receive, table and present reports from PACFA, Ethics and Newsletter 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.
- C. Authority to convene Ethics Panel meetings as required.
- D. 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".
- E. Authority to make recommendations to the AAFT Executive.
- F. Authority to have the casting vote in deliberations requiring majority decisions of the Ethics Committee Panel.

IV. TIME COMMITMENT

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