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| <b>Policy Title:</b>     | <b>Role Description – Memberships</b> |                          |            |
| <b>Policy Number:</b>    | AACBT-POL-09.05                       | <b>Process Owner:</b>    | Board      |
| <b>Authorised by:</b>    | Board                                 |                          |            |
| <b>Last Review Date:</b> | August 2024                           | <b>Next Review Date:</b> | March 2027 |

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| <b>Position Title</b>       | Director - Memberships  |
| <b>Organisation</b>         | Australian Association for Cognitive and Behaviour Therapy (AACBT)  |
| <b>Position Purpose</b>     | This position is responsible for the recruitment and retention of members   |
| <b>Reports to</b>           | National President<br>The Board of Directors for AACBT  |
| <b>Portfolio</b>            | Memberships   |
| <b>Remuneration</b>         | Nil, voluntary position <ul style="list-style-type: none"><li>Refer to Travel Policy for reimbursements</li><li>Subsequent year memberships are complimentary</li></ul>   |
| <b>Term of Appointment</b>  | Three (3) years (or shorter if resigned or casual appointment)  |
| <b>Governing Document</b>   | AACBT Constitution  |
| <b>Requirements</b>         | Essential: <ul style="list-style-type: none"><li>Full member of AACBT<ul style="list-style-type: none"><li>Refer S16.9 AACBT Constitution for Director-specific items</li></ul></li><li>Strong diplomatic and interpersonal skills</li><li>Strong analytical, critical thinking, and problem-solving skills</li><li>Time available to fulfil AACBT Board duties</li><li>Attendance and participation at AACBT meetings</li><li>Attendance and participation at AACBT national conference</li><li>Willingness and ability to be able to work remotely, via e-mail / phone / etc</li><li>Experience with portfolio (including understanding of core marketing concepts)</li></ul> Preferred: <ul style="list-style-type: none"><li>Five (5) years of experience in cognitive and/or behaviour therapy (CBT) practice and/or research</li><li>Broad connections within CBT community (domestic, national, international)</li></ul> |
| <b>Groups / Memberships</b> | This position is a member of the following groups / sub-groups: <ul style="list-style-type: none"><li>AACBT Board<ul style="list-style-type: none"><li>National Awards assessment (Chair)</li><li>Fellows assessment (Chair)</li><li>Marketing</li></ul></li></ul>  |
| <b>Key Relationships</b>    | This position primarily interacts with: <ul style="list-style-type: none"><li>Board</li><li>Marketing</li><li>Fundraising</li><li>Treasurer</li></ul>   |



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| <b>Position Responsibilities</b> | <p>Objects of AACBT:</p> <ul style="list-style-type: none"><li>• To undertake and promote research and education into CBT</li><li>• To publish and disseminate information about developments in CBT within Australia and other countries</li><li>• To provide education and training in the principles and practices of CBT</li><li>• To support scientific, evidence-based practice of CBT within Australia</li><li>• To liaise and consult with other persons or organisations in the research, education and practice of CBT</li></ul> <p><i>Also refer to AACBT Strategic plan</i></p> <p>General:</p> <ul style="list-style-type: none"><li>• Prepare for meetings by reviewing the agenda and supporting documentation</li><li>• Regularly attend board meetings and participate actively and conscientiously</li><li>• Keep up with issues and trends that affect AACBT</li><li>• Maintain confidentiality on all internal organisational affairs</li><li>• Undertake tasks as agreed / directed by Board</li><li>• Host / chair AACBT events as may be required</li><li>• Act in the best interests of AACBT and avoid any conflict of interest between their own interests and the interests of AACBT</li><li>• Contribute to the development of policies and strategic plans</li><li>• Participate in the evaluation of AACBT operations</li><li>• Ensure AACBT complies with legal requirements</li><li>• Understand AACBT's financial affairs and ensuring fiduciary responsibilities are met</li><li>• Approve audit reports, budgets and business decisions</li></ul> <p>Portfolio specific:</p> <ul style="list-style-type: none"><li>• Retain existing members</li><li>• Recruit new members, especially student members<ul style="list-style-type: none"><li>○ Identification of incentives</li><li>○ Regular review of existing incentives</li><li>○ Administration of e-Library via Oxford University Press</li><li>○ Promotion of liaison with university programs</li></ul></li><li>• Administer and report annual member and customer surveys</li><li>• Chair and oversee annual process for National Awards</li><li>• Chair and oversee annual process for Fellows</li></ul> |
| <b>Commitment Required</b>       | <ul style="list-style-type: none"><li>• 5-10 hours per month</li></ul>   |