



Policy Title:	Role Description – Branch Chair		
Policy Number:	AACBT-POL-09.10	Process Owner:	Board
Authorised by:	Board		
Last Review Date:	February 2023	Next Review Date:	March 2025

Position Title	Branch Chair <i>(Includes Queensland, New South Wales, Victoria, Western Australia, and e-branch)</i>
Organisation	Australian Association for Cognitive and Behaviour Therapy (AACBT)
Position Purpose	Responsible for the facilitation of AACBT face-to-face or virtual events, and other actions within catchment area
Reports to	National President The Board of Directors for AACBT
Portfolio	Overall responsibility of all activities within Branch catchment, in alignment with AACBT strategic plan and operational plan
Remuneration	Nil, voluntary position <ul style="list-style-type: none"> Refer to Travel Policy for reimbursements Subsequent year memberships are complimentary
Term of Appointment	Three (3) years (or shorter if resigned)
Governing Document	AACBT Constitution
Requirements	Essential: <ul style="list-style-type: none"> Full member of AACBT Excellent interpersonal skills Ability to lead Strong analytical, critical thinking, and problem-solving skills Adherence to science-based principles when developing, delivering, evaluating, and/or disseminating cognitive and/or behaviour therapy (CBT) interventions Commitment to equity and diversity Time available to fulfil AACBT duties Attendance and participation at AACBT Board meetings Attendance and participation at AACBT Branch meetings, AACBT national conference, and AACBT AGM Willingness and ability to be able to work remotely, via e-mail / phone / etc Preferred: <ul style="list-style-type: none"> Five (5) years of experience in cognitive and/or behaviour therapy (CBT) practice and/or research Broad connections within CBT community (domestic, national, international)
Groups / Memberships	This position Chairs the Branch Committee for their catchment area This position is a member of the following groups / sub-groups: <ul style="list-style-type: none"> AACBT Board AACBT Marketing sub-committee National Conference Committee <ul style="list-style-type: none"> <i>In year of branch hosting national conference, plus one year prior when possible</i>
Key Relationships	This position primarily interacts with: <ul style="list-style-type: none"> Branch Committee members AACBT Board Directors, in particular: <ul style="list-style-type: none"> National Tour Coordinator Marketing National Conference Coordinator (when hosting national conference) Executive Officer



Position Responsibilities	<p>Objectives of AACBT:</p> <ul style="list-style-type: none">• To undertake and promote research and education into CBT• To publish and disseminate information about developments in CBT within Australia and other countries• To provide education and training in the principles and practices of CBT• To support scientific, evidence-based practice of CBT within Australia• To liaise and consult with other persons or organisations in the research, education, and practice of CBT <p><i>Also refer to AACBT Strategic plan</i></p> <p>General:</p> <ul style="list-style-type: none">• Prepare for meetings by reviewing the agenda and supporting documentation• Regularly attend meetings and participate actively and conscientiously• Keep up with issues and trends that affect AACBT• Maintain confidentiality on all internal organisational affairs• Undertake tasks as agreed / directed by Board• Host / chair AACBT face-to-face and virtual events as may be required• Act in the best interests of AACBT and avoid any conflict of interest between their own interests and the interests of AACBT <p>Portfolio specific:</p> <ul style="list-style-type: none">• Chair Branch Committee meetings (minimum once annually, preferably quarterly)• Create an environment that promotes great performance and positive morale, including sharing Board actions / information with Branch members• Lead the promotion of AACBT within Branch catchment area, and recruit and mentor energetic & skilled Committee members (with a view to expansion outside capital city)• Coordinate the liaison with institutions within Branch catchment area, including recruitment of student representatives• Lead and coordinate Branch activities, including arrangements for face-to-face and virtual events hosted by Branch (both local and national) within event budget, including:<ul style="list-style-type: none">○ Coordinate annual schedule of local events (typically minimum six, with consideration of Board directives and National tours)○ Speaker liaison, including marketing materials○ Venue negotiation and booking○ Accommodation as required○ Promotion through local networks of events and activities• Liaise with other Branch Chairs about activities• Have awareness of other organisations within Branch Catchment area• Provide feedback and/or reviews on AACBT virtual events• Contribute content for AACBT marketing and media
Commitment Required	<ul style="list-style-type: none">• 5-10 hours per month on average <i>(more in months when hosting events and not including attendance at national conference)</i>