



<b>Policy Title:</b>	<b>Role Description – Branch Committee Member (various)</b>		
<b>Policy Number:</b>	AACBT-POL-09.11	<b>Process Owner:</b>	Board
<b>Authorised by:</b>	Board		
<b>Last Review Date:</b>	February 2023	<b>Next Review Date:</b>	March 2025

<b>Position Title</b>	Branch Committee Member (various) <i>(Includes Queensland, New South Wales, Victoria, Western Australia, and e-branch)</i>
<b>Organisation</b>	Australian Association for Cognitive and Behaviour Therapy (AACBT)
<b>Position Purpose</b>	Responsible for undertaking the operational aspects of AACBT face-to-face and virtual events, and actions within catchment area
<b>Reports to</b>	Branch Chair and Branch Committee
<b>Portfolio</b>	Various activities within Branch catchment, in alignment with Board direction/s, including, but not limited to: <ul style="list-style-type: none"> <li>• Event coordination</li> <li>• Speaker liaison</li> <li>• Venue liaison</li> <li>• Marketing</li> </ul>
<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>	Annual (or shorter if resigned)
<b>Governing Document</b>	AACBT Constitution
<b>Requirements</b>	Essential: <ul style="list-style-type: none"> <li>• Member of AACBT</li> <li>• Excellent interpersonal skills</li> <li>• Demonstrated analytical, critical thinking, and problem-solving skills</li> <li>• Adherence to science-based principles when developing, delivering, evaluating, and/or disseminating cognitive and/or behaviour therapy (CBT) interventions</li> <li>• Commitment to equity and diversity</li> <li>• Time available to fulfil AACBT duties</li> <li>• Attendance and participation at AACBT Branch meetings</li> <li>• Attendance and participation at AACBT national conference when hosted by Branch</li> <li>• Willingness and ability to be able to work remotely, via e-mail / phone / etc</li> </ul> Preferred (for non-student members): <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> Optional: <ul style="list-style-type: none"> <li>• Student representative members may join the Branch committee</li> </ul>
<b>Groups / Memberships</b>	Member of Branch Committee for their catchment area  It is preferred that at least one committee member nominates from amongst the following groups / sub-groups: <ul style="list-style-type: none"> <li>• AACBT Marketing sub-committee</li> <li>• Early-Mid Career Research sub-committee</li> <li>• National Conference Committee (various roles available) <ul style="list-style-type: none"> <li>◦ <i>In year of branch hosting national conference</i></li> </ul> </li> </ul>



<b>Key Relationships</b>	This position primarily interacts with: <ul style="list-style-type: none"><li>• Branch Chair</li><li>• Branch Committee members</li><li>• Executive Officer</li></ul>
<b>Position Responsibilities</b>	Objectives of AACBT: <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> <i>Also refer to AACBT Strategic plan</i>  General: <ul style="list-style-type: none"><li>• Prepare for meetings by reviewing the agenda and supporting documentation</li><li>• Regularly attend meetings and participate actively and conscientiously</li><li>• Keep up with issues and trends that affect AACBT within their catchment area</li><li>• Maintain confidentiality on all internal organisational affairs</li><li>• Undertake tasks as agreed / directed by Board and Branch</li><li>• Lead or assist at AACBT face-to-face and virtual 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></ul> Portfolio specific: <ul style="list-style-type: none"><li>• Promote AACBT within Branch catchment area and recruit Committee members (with a view to expansion outside capital city)</li><li>• Liaise with institutions within Branch catchment area, including recruitment of student representatives</li><li>• As agreed with Branch Chair, lead or assist with 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"><li>○ Annual schedule of local events (typically minimum six, with consideration of Board directives and National tours)</li><li>○ Speaker liaison, including marketing materials</li><li>○ Venue negotiation and booking</li><li>○ Accommodation as required</li><li>○ Promotion through local networks of events and activities</li></ul></li><li>• Liaise with other Branch members about activities</li><li>• Provide feedback and/or reviews on AACBT virtual events</li><li>• Contribute content for AACBT marketing and media</li></ul>
<b>Commitment Required</b>	<ul style="list-style-type: none"><li>• 2-5 hours per month on average <i>(more in months when hosting events and not including attendance at national conference)</i></li></ul>