



Policy Title:	Role Description – National President		
Policy Number:	AACBT-POL-09.02	Process Owner:	Board
Authorised by:	Board		
Last Review Date:	August 2020	Next Review Date:	March 2022

Position Title	National President <i>(AACBT Office-Holder)</i>
Organisation	Australian Association for Cognitive and Behaviour Therapy (AACBT)
Position Purpose	The National President's responsibilities include establishing short and long-term goals, presiding over employees and volunteers, managing budgets, ensuring the proper allocation of resources, and ensuring all Directors meet their goals. The National President is responsible for the company's accountability to AACBT members and acts as the face of the company.
Reports to	The AACBT Board of Directors
Portfolio	Overall responsibility of all portfolios, strategic direction
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 or casual appointment)
Governing Document	AACBT Constitution
Requirements	Essential: <ul style="list-style-type: none"> • Full member of AACBT <ul style="list-style-type: none"> ◦ Refer S16.9 AACBT Constitution for Director-specific items • 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 Board duties • Attendance and participation at AACBT meetings • Attendance and participation at AACBT national conference • Willingness and ability to be able to work remotely, via e-mail / phone / etc • Broad connections within the CBT community (domestic, national, international) • Ten (10) years or more experience in CBT practice and/or research
Groups / Memberships	This position is a member of the following groups / sub-groups: <ul style="list-style-type: none"> • AACBT Board (Chair) <ul style="list-style-type: none"> ◦ National Awards assessment ◦ Fellows assessment ◦ Marketing ◦ Travel Grant assessment • National Conference Committee <ul style="list-style-type: none"> ◦ Abstract assessment • Finance Committee • World Confederation (<i>pending</i>)
Key Relationships	This position primarily interacts with: <ul style="list-style-type: none"> • All positions on the Board • Executive Officer • Company Secretary



Position Responsibilities

Objectives of AACBT:

- 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

Also refer to AACBT Strategic plan

General:

- 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 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

Portfolio specific:

- Chair AACBT Board
- Regular contact with and supervision of Executive Officer and Company Secretary
- Work with the Board to determine values and mission, and plan for short, and long-term goals
- Make high-level decisions about policy and strategy
- Report to the Board and keep them informed
- Develop and implement operational policies and a strategic plan
- Participate in the evaluation of AACBT operations
- Approve audit reports, budgets and business decisions
- Act as the primary spokesperson as may be required
- Develop the culture and overall vision
- Help with recruiting new staff members when necessary
- Create an environment that promotes great performance and positive morale
- Oversee the company's fiscal activity, including budgeting, reporting, and auditing
- Ensure AACBT complies with legal requirements
- Build alliances and partnerships with other organisations (especially World Confederation of Cognitive and Behavioural Therapies)
- Build rapport with Branch Chairs and liaise about activities

Commitment Required

- 12-16 hours per month on average