



<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>	September 2021	<b>Next Review Date:</b>	March 2024

<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 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>Treasurer</li></ul>



**Position Responsibilities**

Objects 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 board 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
- Contribute to the development of policies and strategic plans
- Participate in the evaluation of AACBT operations
- Ensure AACBT complies with legal requirements
- Understand AACBT's financial affairs and ensuring fiduciary responsibilities are met
- Approve audit reports, budgets and business decisions

Portfolio specific:

- Retain existing members
- Recruit new members, especially student members
  - Identification of incentives
  - Regular review of existing incentives
  - Administration of e-Library via Oxford University Press
  - Promotion of liaison with university programs
- Administer and report annual member and customer surveys
- Chair and oversee annual process for National Awards
- Chair and oversee annual process for Fellows

**Commitment Required**

- 5-10 hours per month