Policy Title:	**Role Description – Website and Social Media**		
Policy Number:	AACBT-POL-09.06	**Process Owner:**	Board
Authorised by:	Board		
Last Review Date:	August 2020	**Next Review Date:**	March 2021

Position Title	Director – Website and Social Media
Organisation	Australian Association for Cognitive and Behaviour Therapy (AACBT)
Position Purpose	This position is responsible for the virtual / web presence of AACBT
Reports to	National President The Board of Directors for AACBT
Portfolio	AACBT Website Social Media engagement (Facebook, Twitter, LinkedIn)
Renumeration	Nil, voluntary position • 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: • Full member of AACBT ○ Refer S16.9 AACBT Constitution for Director-specific items • Strong diplomatic and interpersonal skills • Strong analytical, critical thinking, and problem-solving skills • 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 • Experience with portfolio (including understanding of core marketing concepts) • Experience on various social media platforms Preferred: • 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 is a member of the following groups / sub-groups: • AACBT Board ○ Travel Grant assessment
Key Relationships	This position primarily interacts with: • Board • Executive Officer • Outsourced website services contractor • Memberships (database requirements)

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: • Ensure functional website services, including membership sales, membership database, event ticketing, contract administration with outsourced provider • Editor website content, including menu layout • Privacy and anti-SPAM policies • Coordinate responses to enquiries from the media • Coordinate media releases • Provision of advice on website content for communication purposes
Commitment Required	• 5-10 hours per month