



<b>Policy Title:</b>	<b>Role Description – Branch Chair</b>		
<b>Policy Number:</b>	AACBT-POL-09.10	<b>Process Owner:</b>	Board
<b>Authorised by:</b>	Board		
<b>Last Review Date:</b>	February 2021	<b>Next Review Date:</b>	October 2022

<b>Position Title</b>	Branch Chair <i>(Includes Queensland, New South Wales, Victoria, South Australia, and Western Australia)</i>
<b>Organisation</b>	Australian Association for Cognitive and Behaviour Therapy (AACBT)
<b>Position Purpose</b>	Responsible for the facilitation of AACBT face-to-face and virtual events, and actions within catchment area
<b>Reports to</b>	The AACBT Board of Directors
<b>Portfolio</b>	Overall responsibility of all activities within Branch catchment, in alignment with Board direction/s
<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)
<b>Governing Document</b>	AACBT Constitution
<b>Requirements</b>	Essential: <ul style="list-style-type: none"> <li>Full member of AACBT</li> <li>Excellent interpersonal skills</li> <li>Ability to lead</li> <li>Strong 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 Board meetings (invited)</li> <li>Attendance and participation at AACBT Branch meetings, AACBT national conference, and AACBT AGM</li> <li>Willingness and ability to be able to work remotely, via e-mail / phone / etc</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 Chairs the Branch Committee for their catchment area  This position is an invited member of the following groups / sub-groups: <ul style="list-style-type: none"> <li>AACBT Board</li> <li>AACBT Marketing sub-committee</li> <li>National Conference Committee <ul style="list-style-type: none"> <li><i>In year of 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 Committee members</li> <li>AACBT Board Directors, in particular: <ul style="list-style-type: none"> <li>National Tour Coordinator</li> <li>Marketing</li> <li>National Conference Coordinator (when hosting national conference)</li> </ul> </li> <li>Executive Officer</li> </ul>



**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 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

**Portfolio specific:**

- 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:
  - 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**

- 5-10 hours per month on average  
*(more in months when hosting events and not including attendance at national conference)*