



Policy Title:	Role Description – Branch Committee Member (various)		
Policy Number:	AACBT-POL-09.11	Process Owner:	Board
Authorised by:	Board		
Last Review Date:	February 2021	Next Review Date:	October 2022

Position Title	Branch Committee Member (various) <i>(Includes Queensland, New South Wales, Victoria, South Australia, and Western Australia)</i>
Organisation	Australian Association for Cognitive and Behaviour Therapy (AACBT)
Position Purpose	Responsible for undertaking the operational aspects of AACBT face-to-face and virtual events, and actions within catchment area
Reports to	Branch Committee
Portfolio	Various activities within Branch catchment, in alignment with Board direction/s, including, but not limited to: <ul style="list-style-type: none"> • Event coordination • Speaker liaison • Venue liaison • Marketing
Remuneration	Nil, voluntary position <ul style="list-style-type: none"> • Refer to Travel Policy for reimbursements • Subsequent year memberships are complimentary
Term of Appointment	Annual (or shorter if resigned)
Governing Document	AACBT Constitution
Requirements	Essential: <ul style="list-style-type: none"> • Member of AACBT • Excellent interpersonal skills • Demonstrated 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 duties • Attendance and participation at AACBT Branch meetings • Attendance and participation at AACBT national conference when hosted by Branch • Willingness and ability to be able to work remotely, via e-mail / phone / etc Preferred (for non-student members): <ul style="list-style-type: none"> • Five (5) years of experience in cognitive and/or behaviour therapy (CBT) practice and/or research • Broad connections within CBT community (domestic, national, international) Optional: <ul style="list-style-type: none"> • Student representative members may join the Branch committee
Groups / Memberships	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"> • AACBT Marketing sub-committee • Early-Mid Career Research Committee • National Conference Committee <ul style="list-style-type: none"> ○ <i>In year of hosting national conference</i>



Key Relationships	This position primarily interacts with: <ul style="list-style-type: none">• Branch Chair• Branch Committee members• Executive Officer
Position Responsibilities	Objectives of AACBT: <ul style="list-style-type: none">• 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 <i>Also refer to AACBT Strategic plan</i> General: <ul style="list-style-type: none">• 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 within their catchment area• Maintain confidentiality on all internal organisational affairs• Undertake tasks as agreed / directed by Board and Branch• Lead or assist at 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: <ul style="list-style-type: none">• Promote AACBT within Branch catchment area and recruit Committee members (with a view to expansion outside capital city)• Liaise with institutions within Branch catchment area, including recruitment of student representatives• 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">○ 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 members about activities• Provide feedback and/or reviews on AACBT virtual events• Contribute content for AACBT marketing and media
Commitment Required	<ul style="list-style-type: none">• 2-5 hours per month on average <i>(more in months when hosting events and not including attendance at national conference)</i>