



Position Title	Executive Officer <i>including, Conference Secretariat</i>
Organisation	Australian Association for Cognitive and Behaviour Therapy (AACBT)
Position Purpose	The position involves providing company secretarial support as well as business management advice and support
Reports to	National President
Portfolio	Executive Officer, and additionally Conference Secretariat
Remuneration	As per appointment letter
Term of Appointment	Permanent part-time
Governing Document	Letter of Engagement, <i>Fair Work Act 2009</i>
Requirements	Essential: <ul style="list-style-type: none">• Tertiary qualifications in a relevant area• Understanding of the health and human services sector• Demonstrated collaborative and inclusive leadership skills• Ability to develop and lead strategic, business planning, reporting and policy development processes• Ability to analyse problems and propose solutions• Ability to communicate effectively, both verbally and in writing, across a range of audiences and contexts• Demonstrated initiative and achieve results• Well-developed team skills and proven skills in budget and project management• Demonstrated high-level communications skills
Groups / Memberships	This position provides meeting and minutes support (including any relevant sub-committees) for: <ul style="list-style-type: none">• AACBT Board• Finance Committee• National Conference Committee <p>This position provides non-editorial administrative support to:</p> <ul style="list-style-type: none">• Editorial Board "Behaviour Change" <p>This position is a non-voting participant of the following:</p> <ul style="list-style-type: none">• Finance Committee• National Conference Committee
Key Relationships	This position primarily interacts with: <ul style="list-style-type: none">• National President• All other directors as required• State branches• External contractors and 3rd party service providers• AACBT members and customers
Position Responsibilities	Objects 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

Also refer to AACBT Strategic plan

Responsibilities will involve:

- Be responsible for the business management of the organisation, including processes, risk management, insurance, and investments under the direction of the finance committee
- Track key performance indicators as decided on by the national executive committee
- Implement strategies of the president and national executive committee
- Provide oversight and performance management for paid staff
- Maintain memberships database, including ensuring membership renewal notices are sent out and contact lists are maintained
- Liaise with journal editor and publisher regarding journal distribution
- Support conference organisation
- Manage website content and marketing
- Receive correspondence and forward to appropriate person for action
- Coordinate collation of information from branches for newsletters, emails, promotions
- Implement marketing, communications and PR plans under the direction of the board member responsible for marketing
- Manage elections for national executive committee positions
- Work with the leadership team to identify and pursue program and project opportunities that align with the strategic direction of the organisation
- Ensure the effective delivery of services, programs and projects both directly and through the leadership team as required
- Work with board to ensure development and implementation of policies and procedures
- Ensure personal and organisational compliance with corporate governance
- Ensure the organisation has effective and efficient systems/infrastructure to sustain strong organisation foundations for quality customer service and operations



- Build and maintain an open and constructive working relationship with the AACBT Board providing timely information and support to the Board in their governance role
- Identify, assess and mitigate risks proactively and as required
- Prepare and distribute agenda, and take minutes for, the board and finance committee meetings under the direction of the president and treasurer

General and portfolio specific:

- Prepare for meetings by reviewing the agenda and supporting documentation
- Regularly attend board meetings and perform role actively and conscientiously
- Keep up with issues and trends that affect AACBT
- Provide advice for the evaluation of AACBT operations
- Provide advice for audit reports, budgets and business decisions
- Contribute to the development of policies and strategic plans
- Understand AACBT's financial affairs
- Provide support to ensure that AACBT complies with legal requirements
- Maintain confidentiality on all internal organisational affairs
- Undertake tasks as agreed / directed by Board
- Act in the best interests of AACBT and avoid any conflict of interest between their own interests and the interests of AACBT
- Liaise with the Board, and any sub-committee or advisory board, regarding the activities of AACBT
- Support the Objects and activities of AACBT

Commitment Required	<p>In September 2016 base appointment Executive Officer – 0.5 FTE</p> <p>In February 2018 expanded to include Conference Secretariat responsibilities – 0.08 FTE</p> <ul style="list-style-type: none">• Total 0.58 FTE <p>In March 2023 additional hours up to full time (1.0 FTE) were authorised to complete website implementation</p>
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