

Position Description – National Liaison

The position of National Liaison for ACLTA is a voluntary position. The role is elected by way of vote from members of the association. The National Liaison shall hold office for a two year tenure following their appointment, at which point they may offer themselves for re-election.

Purpose of Position

- To represent the members from States and Territories in Australia that do not have a current ACLTA State Representative in matters relating to ACLTA and the Child Life Therapy profession
- To assist the executive with the overall functioning of the association

Key tasks

- Liaises with members in their allocated States and Territories regarding ACLTA matters and represents them at executive meetings
- Assists the membership coordinator to raise awareness of ACLTA with people working in the profession in these states and territories
- Supports people working in the profession access support, mentoring and training resources (in particular solo site professionals)
- Completes accepted tasks delegated by the Chairperson (assisting with other executive roles during peak periods or times of absence)
- Attends executive and other relevant meetings as required and acts on allocated tasks in a timely manner
- Shares industry relevant information and news with the social media co-ordinator.

Essential criteria

- Hold full membership of ACLTA and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Ability to access and use web-based email, PayPal, and a willingness to learn administration tasks on the website management portal

Time commitment:

- Attendance at a 1 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences
- Non-attendance at 3 consecutive monthly meetings without notice and provision of an update forfeits position on the executive