



### **Position Description – ACLTA Chairperson**

The position of Chairperson for ACLTA is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Chairperson 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 oversee the functioning of the association in conjunction with members of the executive.
- To hold ACLTA executive and professional committees accountable to the expectations and rules as guided by the ACLTA constitution and code of conduct
- To represent the association and its members to third parties as appropriate

#### **Key Tasks**

- Coordinate and chair regular meetings including AGM, executive meetings and others as required
- Represent ACLTA where appropriate to the media and other third parties
- Ensure the operations of the association are conducted according to the ACLTA code of conduct and constitution to the best of their knowledge
- Provide an annual report to members at AGM
- Make final decisions on items that are locked in voting and communicate to members
- Support other members of the executive and delegate tasks in periods of increased activity or unplanned absence
- Attend executive and other relevant meetings as required and act on allocated tasks in a timely manner
- Share industry relevant information and news with the social media co-ordinator.

#### **Association of Child Life Therapists Australia 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 and AGM
- Non-attendance at 3 consecutive monthly meetings without notice and provision of an update forfeits position on the executive