



Position Description – ACLTA Vice Chairperson

The position of Vice Chairperson for ACLTA is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Vice 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 support the Chairperson in the performance of their duties
- To assist the executive with the overall functioning of the association

Key Tasks

- Assist the Chairperson in the execution of their duties as requested
- Perform the duties of the Chairperson in their absence or incapacity
- 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