



Psychotherapy & Counselling
Federation of Australia

PACFA Vice President Position Description

Requirements of the PACFA Vice President

The PACFA Vice President is elected by the PACFA Member Congress. In addition, the PACFA Board aims to contribute to the succession planning for this role given that it is a key, senior role within PACFA that requires specialist skills and expertise.

Clause 24.2.2 of the PACFA Constitution states that nominees for the position of Vice President must be qualified psychotherapists or counsellors with full membership of PACFA or the equivalent membership of a PACFA Member Association, eligible for PACFA clinical registration, and of good standing within the counselling and psychotherapy profession.

Ideally, the Vice President will also have the following expertise, experience and skills:

- Familiarity with or relevant skills in governance and organisational management;
- Experience managing or overseeing the strategic development of a non-profit association, ideally in the counselling or psychotherapy field; and/or
- Experience of committee or Board membership e.g. President/Member of Executive in a PACFA MA.

Role of PACFA Vice President

The Vice President, along with the President, Secretary and Treasurer constitute the Executive of the PACFA Board, and is subject to any direction of the Board.

The Vice President supports the President to provide strategic leadership for PACFA. The Vice President consults with the President on all urgent matters that may arise between Board meetings and reports on these matters to the Executive Committee.

The PACFA Vice President is a key member of the PACFA Board with the following duties:

1. Carry out the responsibilities of Board and Executive Committee membership;
2. Report to the PACFA Board in writing prior to every Board Meeting as per the PACFA Communication Strategy;
3. Participate in meetings of the PACFA Council as a Board member;
4. Assist the President in carrying out the President's duties;
5. Undertake delegated duties as the Acting President in the President's absence, including chairing Board, Council and Member Congress meetings if required;
6. Contribute actively to PACFA policy development and the work of PACFA committees and sub-committees.