



# College of Counselling Leadership Group

## TERMS OF REFERENCE

### Purpose

The College of Counselling (the College) was established to support members and to advance their professional interests.

The College exists to:

- provide a dedicated, united professional community for counsellors.
- strengthen the professional identity of counsellors in Australia.
- promote and enhance the practice of counselling in Australia.
- promote counselling in PACFA's activities.
- give a voice to Counsellors to inform the Counselling Representative of key issues relating to counsellors to ensure that the interests of counsellors are appropriately represented to the Board.

As the entry point for many PACFA members who later go on to upskill and specialise in certain therapeutic approaches, such as Psychotherapy, the College represents the interests of a broad range of practitioners and supports the diversity of approaches of its members. As such, the College works collaboratively with State Branches, Interest Groups and other Colleges to further its aims whilst avoiding duplication of activities.

### Leadership Group composition and eligibility

As defined in the PACFA By-laws, the Leadership Group will:

- have a minimum of four and a maximum of eight members who are drawn from the College of Counselling current membership with voting rights (Provisional or Clinical levels),
- aspire to reflect the diversity of practices and life experiences of existing and potential members and respond to emerging needs of our membership and the broader community,
- consist of a Convenor, a Deputy-Convenor and ordinary members,

- the Board Counselling Representative will be the Convenor of the Leadership Group; if this is not practicable the Board will appoint a Convenor, and
- elections for Leadership Group members take place every two years in August in accordance with the PACFA By-laws.

## Roles and Responsibilities

### PACFA Board

The PACFA Board holds responsibility for determining the overall direction of both PACFA and the College, including providing advice and direction on its roles and responsibilities relative to PACFA's overarching strategy.

### The Convenor

- The Convenor will keep the PACFA Office informed of College activities, including the submission of a report against the annual plan at the end of each reporting period and meeting minutes or notes on request.
- The Convenor will seek advice from the PACFA CEO on any matters that impact on PACFA staff, which are beyond these Terms of Reference, or which require Board consideration.
- As the PACFA Counselling Representative, the Convenor will liaise between the Leadership Group, the CEO and the PACFA Board by attending Board meetings, submitting quarterly reports and directly with the President.

### The Leadership Group

The role of the College Leadership Group is to:

- regularly connect with state branches to share information on activities and listen to feedback about concerns, trends and the professional interests of counsellors,
- support the professional identity and wellbeing of counsellors by contributing to networks and communities of professional counsellors, thus enhancing a sense of belonging and peer support,
- maintain a PACFA College of Counselling Facebook group to enable counsellors to access peer support, advertise professional development activities and other resources of interest,
- offer relevant, empirically supported, accessible, and affordable professional development that develops the science, art, and practice of counselling while respecting the diversity of counselling modalities. The professional development offered will address strategic issues faced by all counsellors and may include such programs as legal aspects of counselling or practice requirements. The state-wide Leadership Branches deliver more topic specific courses that all counsellors can attend through webinars and offerings online. The PACFA Survey results will inform the needs of counselling practitioners and be considered when planning activities,
- develop materials to support counsellors, which will be made available via the PACFA member portal,
- contribute to the development of a Capability Framework that will enable practising counsellors the ability to ensure their ongoing practice can be self-assessed against a group of competencies that enable consistency and currency of practice,
- provide a contact point for new student and members to share issues and concerns and provide a sense of belonging and guidance to a professional group of like-

- mindful counsellors, and
- provide input to the PACFA Office to ensure that all marketing collateral for PACFA addresses the needs and interests of counsellors.

## Leadership Group Members

- Leadership Group members will adhere to all applicable PACFA policies, procedures and guidelines.
- Leadership Group members are required to declare any conflicts of interest in relation to College business and to stand down from participating in meetings when required.

## Leadership Group Meetings

- Meetings will take place via Zoom web-conference. Meetings will be held monthly, or as otherwise agreed.
- The quorum for meetings is a minimum 50% or three members of the Leadership Group, whichever is greater.
- Meetings will be chaired by the Convenor, or another Leadership Group member seconded by the Convenor, in the Convenor's absence.
- Leadership Group members will participate in most meetings with allowance being made for reasonable absences due to other commitments.
- Between meetings, discussions may take place via email to make decisions in a timely manner.
- Taking the meeting Minutes or Notes will be shared by members of the Leadership Group.

## Review

These Terms of Reference will be reviewed bi-annually by the Leadership Group. Changes to the Terms of Reference require approval by the PACFA Board before they can be implemented.

## Document version control

Version	Description	Originator	Reviewed	Approved	Date	Next review
1.0	Final version		Governance Committee			November 2025