



# College of Psychotherapy Leadership Group

## Terms of Reference

### **Purpose of the College of Psychotherapy**

The college was established in July 2016 as a forum to support psychotherapists and to advance their professional interests.

### **Aims of the College of Psychotherapy**

1. To provide a united professional community for suitably trained psychotherapists who meet the [College of Psychotherapy's Entry Requirements](#) and for others with an interest in psychotherapy.
2. To enable a sense of belonging in these psychotherapists.
3. To develop, strengthen and promote the professional identity of psychotherapists.
4. To support, respect and engage the diversity of psychotherapy modalities that are represented within the PACFA College of Psychotherapy
5. To promote psychotherapy in PACFA's activities
6. To promote a broader understanding and recognition of psychotherapy as a distinct profession.
7. To advocate for adequate psychotherapy training standards.

### **Strategies**

1. To offer relevant, evidence-informed, accessible and affordable professional development that fosters application of the science, art and practice of psychotherapy.
2. To develop the College of Psychotherapy webpage on the PACFA website
3. To develop offline and online social networks for members of the College of Psychotherapy

### **Activities**

The Leadership Group will:

1. In consultation with the PACFA Office, prepare an Annual Plan of activities using the standard template or another appropriate format developed by the Leadership Group, between October and December each year;
2. In consultation with the PACFA Office prepare budgets for the planned activities using the standard template;
3. Appoint representatives to participate in the College and Branch Liaison Group; and
4. Appoint representatives to participate in PACFA Council meetings.

### **Membership**

#### **Leadership Group composition and eligibility**

1. The Leadership Group will ideally have a minimum of four and a maximum of eight members from amongst the members of the College of Psychotherapy.

2. The Leadership Group will ideally have a Convener, a Deputy-Convener, and ordinary members.
3. Eligibility to sit on the Leadership Group is open to PACFA psychotherapists at Provisional/Clinical level.

### **Process to appoint new Leadership Group members**

1. Prospective Leadership Group members may volunteer to join the Leadership Group at any time or may be identified and invited to join by the Leadership Group. Prospective members are required to submit a curriculum vitae to express interest in joining the Leadership Group.
2. New Leadership Group members require Board approval. Expressions of Interest are submitted to the Board for approval.

### **Elections**

1. Elections for Leadership Group members take place every two years in August in accordance with the PACFA By-laws.
2. All sitting members of the Leadership Group wishing to stand again for the Leadership Group must re-nominate at election time and other prospective members may also nominate.

### **Accountability**

1. These Terms of Reference delegate responsibilities to the Leadership Group of College of Psychotherapy once approved by the PACFA Board.
2. Leadership Group members will adhere to all applicable PACFA policies, procedures and guidelines.
3. The Leadership Group will keep the PACFA Office informed of College activities by submitting meeting Minutes and Notes for filing by the PACFA Office.
4. The Leadership Group 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.

### **Meetings**

1. The Leadership Group will meet approximately 8 times a year or more often if required for 90-minute Zoom tele-conference meetings.
2. An annual face to face meeting will be held adjacent to the PACFA Council Meetings scheduled time wherever possible.
3. Leadership Group members will participate in most meetings
4. A quorum for the meetings will be 50% of the Leadership Group.
5. The Convener of the Leadership Group will chair the meetings.
6. Note taking of meetings will rotate around members of the Leadership Group.
7. Members are to be respectful, cooperative and supportive of all people at Leadership Group meetings.
8. Members are to work collaboratively, allowing for differing points of view, and to contribute wherever possible.
9. Members are accountable for the appropriate and timely completion of Leadership Group tasks agreed to.
10. Members will notify the Convener as soon as possible if they are unable to fulfil the task or meet the agreed timeline for the task.

### **Review**

1. The Terms of Reference will be reviewed by the Leadership Group every two years at the beginning of its term.