Position description for Executive Officer

Last updated: December 2013

Organisation
The Australian Music Therapy Association (AMTA) is the peak body for music therapy in Australia. It represents more than 500 members, of which more than 480 are Registered Music Therapists. AMTA is the registration body for the profession of music therapy.

AMTA is an association incorporated in the ACT, governed in accordance with its constitution by a National Executive and managed by an Executive Officer. It is, though, about to put a new structure into place which will be presented to the membership for approval at a Special General Meeting in early February 2014. This will streamline the decision making and enable the organisation to respond more promptly. The structure referred to is this PD is the existing one. A note at the end explains the new structure.

The AMTA exists to:
- Advocate for appropriate recognition of the professional standing of music therapy and Registered Music Therapists (RMTs) by government, the health and allied health sectors, and the wider community
- Provide the requisite support for music therapy programs and RMTs
- Establish, monitor and further improve professional standards including practice skills and ethics
- Develop, review and assess the professional standards of RMTs through continuous professional development, including promoting and facilitating lifelong learning and providing professional development; and accrediting appropriate tertiary courses for music therapy.

Key responsibilities of Executive Officer
The purpose of the position of Executive Officer (EO) of the AMTA is to assist the National Executive to fulfil its strategic and governance roles and to manage the day to day operations of the Association.

The principal responsibilities of the EO are to:
- Assist the National Executive to develop, monitor and review the AMTA strategic plan
- Implement the AMTA strategic plan
- Build strong connections and positive working relationships with people inside the Association and with external parties
- Managing communication activities of AMTA
- Provide support and guidance where relevant to the numerous committees within AMTA
• Oversee the activities of the Association to help ensure that it meets all its
corporate governance and compliance requirements, and operates effectively on a
day to day basis

Structure
The EO reports to the National Executive through the President.

The National Executive comprises the:
- President
- Vice President
- Treasurer
- Secretary
- President Elect (prior to presidency changeover)

The National Executive is supported by a number of National Committees each dedicated to
one of the following aspects of the Association’s activities: Ethics, Registration, Publications,
Professional Development and Education, Internal Liaison, Government Relations and the
National Conference.

The Chairs of these Committees form a Council which provides further advice to the National
Executive. Many decisions made within the organisation require approval by the National
Council.

The EO is expected to work closely with the Chairs of these Committees and to provide a link
to the National Executive. While the EO is tasked primarily by the National Executive s/he
may also be asked by Chairs to undertake particular activities or actions. Equally the EO may
request the Chair of a Committee to undertake work required by the National Executive

Each State and Territory has its own Branch or representative. These communicate with the
Board, via the Chair, Internal Liaison. Branches organise their own local events, such as
networking activities, workshops, etc.

Handling the administration of the organisation is the Secretariat which currently reports to
the National Executive, but will in the new structure report to the EO. The Secretariat
handles all administration and accounts, and membership enquiries. This relieves the EO of
the need to undertake the day to day operational aspects of the organisation and enables
them to focus on major projects and strategy.

Attached is an organisation chart.

Administrative arrangements
Because it is a relatively small body AMTA has no physical office of its own. Most of the
business of the Association is conducted over the phone or via the internet. Most of its
business is undertaken by members working as volunteers under the guidance of the
National Executive or a particular Committee. The only paid members of the team are the
Secretariat and, in due course, the EO.

AMTA philosophy of leadership
The philosophy of leadership of AMTA is that discussion and decision making should be
collegial, harmonious, courteous and, where possible, unanimous. From time to time, when
this is not possible, it falls to the President to make an executive decision which should be
respected by others. The role of the President and the National Executive is to shape and lead the organisation in the best interests of its members. The role of the EO is to help them make that happen.

**Duties of the Executive Officer**
The EO of AMTA is required to undertake the following duties:

**Strategic planning**
- Assist the National Executive with the development and review of the three year strategic plan.
- Develop an annual operating plan based on the strategic plan which includes a program of practical, budgeted and projects and activities
- Manage implementation of the annual operating plan.
- Report to the National Executive regularly about progress in regard to the strategic plan, including financial reporting and progress of projects

**Connections and communications**
- Build strong connections and positive working relationships with organisations and professional bodies relevant to music therapy practice including, but not limited to government departments, allied health and key not for profit organisations and other professional associations
- In conjunction with the National Executive, serve as the primary contact and spokesperson for the association with the media and other parties seeking public comment from the Association
- Foster working relationships within the association that contribute to the creation of a coherent, connected community among AMTA members
- Manage the communications activities of AMTA, in consultation with the Chair, Publications, Secretariat and external communications providers. Activities include, but are not limited to, liaising with the media, website development and updates, e-communications and printed communications
- Provide support to the National Executive, including submitting timely reports in regard to budget, projects, general administration and risk management

**General management, corporate governance and compliance**
- Manage the administrative affairs of the Association
- Provide timely and relevant reports to the National Executive
- Manage the Association’s compliance with the law and frameworks for incorporated associations, including reporting and record keeping
- Manage compliance with the association’s requirements, systems and processes, including registration, professional development, ethics, the constitution and the manual of administrative procedures
- Manage and monitor the association’s finances in consultation with the Treasurer. Activities include budget development and management, book keeping and audits of accounts and are to be undertaken within existing arrangements

It is important to note that while the EO is responsible for managing and overseeing these activities, most of the actual work will be done by the relevant committee chair, other AMTA member/s, Secretariat or third party suppliers.
Time commitment
This is a part time position requiring the EO to devote on average of two days per week to the daily affairs of the Association. In addition to this the EO is required to:

- Participate one evening a month in the teleconference of the National Executive
- Participate one evening per quarter in the teleconference of the Council of Chairs
- Attend the annual National Executive strategic planning day and to work with the president, and the Secretariat to prepare for this meeting
- Devote four days a year to attend the Professional Development Seminar and Conference and the Annual General Meeting of the Association
- Participate in ad hoc meetings and conferences which tend to be held in the evenings and weekends
- Provide out of hours advice to members, the media and others

Selection criteria
The Executive Officer will need to have:

- A strong understanding of music therapy. Ideally but not necessarily an RMT
- Excellent verbal and written communication skills. A demonstrated capacity to “present” in meetings and to speak about the association and the profession in public will be highly regarded
- Highly developed interpersonal, negotiating and problem solving skills
- Strong organisational skills and a demonstrated capacity to manage project work
- A demonstrated capacity to manage their own time and the available resources efficiently and effectively
- An understanding of strategic and financial management

The ideal candidate will also have:

- Experience operating in a senior management position in a complex not for profit organisation, with a board of management and where most of the work is done by volunteers
- Experience working in an organisation where technology such as the internet and the telephone is the predominant vehicle for communication across the organisation
- A tertiary qualification relevant to the scope and content of the job

The person holding this position must have read and be familiar with

- The Constitution of the AMTA
- The Code of Ethics incorporating Standards of Practice and By-Laws Grievance Procedures
- Manual of Administrative Procedures

Any new appointee to the EO position will be required to acquire this knowledge within a month of their taking up the position.

Special requirements
In view of the importance of telecommunications technology this position the EO must have access to:

- A home office with a computer equipped with current software and to which confidential emails can be sent. This computer should also be equipped with a microphone and speakers/headphones, and sufficient bandwidth to carry voice and data for online meetings
• Access to a phone for use for telecalls. If this phone requires batteries they will need to last for at least three hours and the individual must be able to find a quiet room where s/he can participate in the conversation without being disturbed or distracted

Some of these requirements can be offset if the EO is able to visit the Secretariat office in Caulfield North, Victoria during normal business hours.

Remuneration
Based on the requirement to work on average two days per week (0.4 FTE) the EO will be paid an annual salary in the order of $80,000 pro rata. Employers superannuation contribution will be made to a complying superannuation fund.

AMTA will make a monthly payment to the EO to offset the cost of them providing the required communication links.

Employment contract
This is a new and ground breaking position and will present an opportunity and challenge to the EO and the Association. In these circumstances AMTA will be offering the successful candidate a three year contract with a six month qualifying period. Conditions of employment consistent national employment standards will be offered.

How to apply
A cover letter, resumé and selection criteria statement should be emailed to info@austmta.org.au

The selection criteria statement should outline the candidate’s relevant experience for each of the selection criteria outlined in the position description.

Applications are now open and close at 5pm on Friday 18 January 2014. First interviews are intended to take place on Tuesday 11 February 2014, between 2pm and 6pm. Ideally candidates will be interviewed in Melbourne, but if they are unable to attend then a Skype interview will be arranged.
Existing organisation structure

- **National Council**
- **National Executive**
- **Secretariat**
- **States**
  - NSW
  - Vic
  - SA
  - WA
  - Qld
  - NT
  - Tasmania
  - ACT
- **Council of Chairs**
  - Chair, Ethics
  - Chair, Education
  - Chair, CPD
  - Chair, Internal Liaison
  - Chair, Registration
  - Editor, AJMT
  - Chair, Government Rels
  - Chair, Publications
  - Chair, Conference
  - Chair, External Liaison
- **Others**
  - General Members
  - Co-opted Members:
    - WFMT rep
    - MCA rep
    - AHPA rep
Proposed new organisation structure

Board

Executive Officer

Secretariat

States
- NSW/ACT
- Vic
- SA
- WA
- Qld
- NT
- Tasmania

Operations Committee
- Chair, Ethics
- Chair, Education
- Chair, CPD
- Chair, Internal Liaison
- Chair, Registration
- Editor, AJMT
- Chair, Communications
- Chair, National Conference and PDS