

# Adolescent & Family Counsellors Association, Inc.

## MINUTES of AFCA EXECUTIVE MEETING Thursday 5<sup>th</sup> March, 2009 Manly Youth Services, Sydney

Meeting opened at 11.55am

Chairperson: Clayton Rogers

Minutes taken by: Lesley Withey

### 1. Welcome & Introductions:

Present: Grahame Williams, Melinda Abdul Rahim, Clayton Rogers,  
and Lesley Withey Joanne Khurana

### 2. Apologies:

None

### 3. Confirmation of Minutes of the last Executive meeting on 26<sup>th</sup> September 2008

- The previous Minutes were read and accepted by Grahame Williams

### 4. Business arising from previous minutes:

- Mel received a letter from DOCS saying the funding for our 2009 conference was cut.
- We have 20 members due to participate in the training day 6<sup>th</sup> March with Adrian Van Den Bok on the technique of Focusing hosted by Felicity Garland and Lesley Withey from Manly Youth Services

### 5. General Business

- Clayton to enquire into more affordable insurance for AFCA. Mel was quoted by AON of \$1,419.00 for the year.

### DoCs Funding:

- Since DoCs has decided not to fund the 2009 conference this year the executive is considering putting in an application to the Community Building web site as other avenues of funding.

### 2009 Conference:

- The Western Sydney region of AFCA who are hosting the conference this year have decided on a title, however are not making this public at this point in time. The venue is at Emu Plains and the dates are August 26,27,and 28<sup>th</sup>
- Guest speakers are to be confirmed, however due to the lack of funding by Docs this year the organizers are asking if there are any AFC's who would like to present material at the conference free of charge. Please contact Jo Khurana for any enquiries

### AFCA Executive Committee meeting for 2009

- The Executive committee went over 6 AFCA documents and amended those policies and procedures that needed updating. Those documents were:
  1. **Code of Ethics for AFCA, last revised in 2004**
  2. **Policies and Procedures of AFCA last revised on August 2007**
  3. **Employment Policy revised October 2000**
  4. **Summary of Major Changes contained in the Associations Incorporation Bill 2008**
  5. **Job Description for AFC last revised in October 2000**
  6. **AFCA inc Constitution last revised 2005**

## **Schedule of Amendments made to the AFCA Documents** **March 2009**

### **Code of Ethics** **Revised 2009**

#### **Page 1,**

2<sup>nd</sup> paragraph, line 2, delete '**President**' and change to '**Chairperson**'

#### **Page 2,**

Delete paragraph 1.4 and amend 1.1 by adding part of 1.4 to 1.1 at the end of the 3<sup>rd</sup> line.

1.4 Delete Family Counsellor (Heading) then first half of the first line delete "A professional who has been trained in Family Therapy. A Family Counsellor...." The rest of 1.4 to be added to 1.1

1.5 will become 1.4

1.6 will become 1.5

1.7 will become 1.6

In the amended 1.4 delete the whole paragraph is to read:

**"A student placement can be undertaken by an AFC and approved by the employer/organisation and education body and the AFC".**

In the amended 1.5 delete **"in the clinical practice of family therapy"** and substitute **"who is suitably qualified and experienced"**

**Page 3,**

Insert after 2.12

**2.13 “AFC’s and their clients work jointly to define counselling aims taking into account their abilities and circumstances of clients and reviewing the counselling contract on an ongoing basis”.**

**Page 4,**

3.3 insert after “are encouraged to” between AFC’s and inform

3.11 delete “any official family therapy records concerning them” and insert “their files under supervision”

Insert **3.15** after 3.14 “An agreement of confidentiality is insured when an interpreter is required for a client”

**Page 5,**

4.9 insert at the end of sentence “and preserve all aspects of their client’s anonymity”.

After 4.10 insert **4.11 “AFC’s have a responsibility to read and understand the code of ethics”.**

First line of section 6: delete “Family Therapy” and insert “Adolescent and Family Counsellors”

**Page 6,**

9.1 (i) insert in the 1<sup>st</sup> line between the words approach and member “an executive”

**Page 7,**

9.3(ii) deletes “president” and inserts “Chair person”

## **AFC’S Policies and Procedures** **Revised 2009**

### **Membership Fees:**

Insert at the end of the paragraph “An early bird fee applies if paid before the 30<sup>th</sup> August”.

### **Executive Meetings:**

Delete the 2 words conference and insert “Annual General Meeting”

### **The positions of the Executive are:**

Delete “Public officer “on the first line

### **Public Officer**

Delete title of Public Officer and insert “Secretary”

Insert as the line insert “Secretary will take on the responsibility previously as the Public Officer”

2<sup>nd</sup> and 3<sup>rd</sup> line, delete the word “Public Office” and insert “Secretary”

Last paragraph delete “document” and insert “annual statement”

Last paragraph delete “Public Officer” and insert “Secretary”

Delete one **full stop** at the end of the paragraph

### **The General function of the Executive is:**

3<sup>rd</sup> paragraph, 1st line, delete “Bimonthly” and insert “Quarterly”

### **Orientation Package:**

Delete the first line and insert “AFCA website to be sent to new members, to access the documents listed below”.

## **Employment Policy**

### **Revised 2009**

#### **Page 2,**

1. Terms of Engagement

1.4 end of sentence delete the **“pounds symbol”**

#### **Page 3,**

3. Hours of Work

3.1 Delete the number **35** and insert **“A maximum of 38”**

## **Job Description For Adolescent and Family Counsellors**

### **Revised 2009**

#### **Page 1.**

1. Objectives

1.2(i) delete **“of 18 years”** and insert after the word **“families”**... **“as per your service specifications/funding agreements”**

1.2(v) after programmes/groups insert **“as a need arises, if there is a need”**

#### **Page 2.**

6. Administration

6.2 insert between data and required **“as”**

6.2 delete **“for AFCA central data base as required by the funding body: and insert **“by the funding body/organisation of each individual service”**”**.

6.5 Insert at the beginning of the sentence **“Where required”**.

# Adolescent & Family Counsellors Association Inc.

## Constitution

### Revised 2009

#### Page 3.

Insert after iii) “(iii) an up to date CV to be supplied to the Membership Officer on joining AFCA”.

#### Page 4.

j) (iii) delete one comma at the end of the sentence

#### 5. Office Bearers

a) Line 2 delete “Public Officer” and insert “**membership Officer**”.

c) Insert from Policies and Procedures Page 1 from paragraph under “Secretary” beginning from the third line “The Secretary is responsible to the Dept of Fair Trading for the proper maintenance of the necessary functions of Incorporation. These include holding of the Dept of Fair Trading Certificate of Incorporation; ensuring that minutes of the AGM and Audited Financial Statements be sent to the Dept of Fair trading each year.

As Per AGM 2001 it was resolved that the (delete document) and insert “**annual statement**” from the Dept of Fair Trading needs two executive members to sign. These to be the (delete Public Officer) and insert “**Secretary**” and the Chairperson. (delete one full stop at the end of the sentence).

The Office Bearers section Number 5. is to be reconstructed:

Delete the whole section and insert:

#### **Executive Committee Duties (Revised 2009)**

##### **Chairperson – (Vice Chairperson)**

- Chair executive meetings
- Present report at AGM
- Represent their region
- Facilitate communications and information flow between Regional & Executive
- Operate as signatory of Association Account

##### **Secretary –**

- Convene executive meeting by keeping all records of business of the Association
- Take and distribute minutes of executive and AGM meetings. These minutes will be available for inspection by any member in 21 days or less.
- Receive and respond to all incoming and outgoing correspondence
- Represent region
- Facilitate communication and information flow between regional members & executive
- Operate as signatory of Association account

##### **Treasurer**

- Maintain appropriate financial records of Association
- Report to AGM
- Organise audit every 12 months prior to AGM
- Lodge annual statement with the Department of Fair Trading

- Provide at all meetings a current balance of accounts and a list of all expenditure
- Represent Region
- Convene Regional Meetings
- Facilitate communication and information flow between regional members & executive
- Operate as signatory of Association Account

#### **Membership Officer –**

- After Membership has been applied for and granted, the Membership Officer will send an acceptance letter noting the regional representative who will then be responsible for directing future questions and information
- Ensure membership updated on website
- Represent region
- Facilitate communication and information flow between regional members & the executive
- Operate as signatory of Association Account

#### **Page 12.**

Delete all of “**19. Public Officer**”

#### **Page 13.**

Delete the contents in section c) and insert a new paragraph : “**The treasurer will provide the registry with the financial statement which is presented at the AGM. This document will set out any resolutions made at the AGM about the statement of Summary of the Association affairs in an approved form**”.

section i) to be deleted completely

### **6. New Members**

**Hunter:** 0

**Country Region:** 0

**Western Sydney Region:** 0

**Inner Metropolitan:** Welcome to Sammy Lazaredes joined Rosemount at Marrickville as the new AFC, a much anticipated co worker for Maya.

### **7. Any other Business**

- No other business

### **8. Date of next Meeting**

- The next Executive meeting will be held on 12<sup>th</sup> June at darling Harbour

### **9. Meeting Closed: 4.30pm**

Thank you to our members who attended the Executive AFCA meeting