

P & P 102-J

JOB DESCRIPTION FOR THE DIRECTOR OF SUPPORT GROUPS

Specific duties:

Supports facilitators of chapter support groups who support pre-licensed and newly-licensed therapists along their career path.

The Director of Newly and Pre-licensed's duties include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.
7. Oversees, supports and evaluates the facilitators of the pre-licensed and newly-licensed support groups.
8. Oversees and evaluates the Mentor/Mentee Program.
9. Recruits, as needed, facilitators for the pre-licensed and newly-licensed support groups.
10. Ensures corrections of intern directory on chapter website.
11. Transfers all material pertaining to the office to the newly-elected Director of Support Groups and indoctrinates the newly-elected Director of Support Groups as to the role of the position.

Deadline specific issues:

1. Ensures yearly updates of the Internship Directory on chapter website.