

Subject: Job Description	Initial Date: 01-02-07	
Responsibility: Ethics Director	Date Reviewed: 02-23-07	
Approved by: SCV-CAMFT Board of Directors 03-27-09	Date Revised: 03-27-09	P&P 110—G

110—G

JOB DESCRIPTION FOR THE ETHICS DIRECTOR

Specific duties:

Coordinates the annual law and ethics workshop(s) and is generally available to chapter members to discuss pertinent ethics issues.

The Ethics Director'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 the decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.
7. Acts as the contact person for chapter members and the Board of Directors regarding ethics questions. Does not give advice but may call State CAMFT for direction and clarification.
8. Coordinates at least one Law and Ethics workshop each year as a revenue generator.
9. Assembles committees for any other related events or issues as needed.
10. May write a regular newsletter article pertaining to ethics.
11. Transfers all material pertaining to the office to the newly elected Ethics Director and educates the newly elected Ethics Director as to the role of the position.

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