

# Psychodrama Australia

## Policies and Procedures

### **Preamble**

These policies set out the principles that guide the strategic decisions for Psychodrama Australia. They also clarify key procedural matters to guide the administration of training priorities and standards, staffing and staff requirements, inter-group relationships and responsibilities, governance, succession, ownership and copyright.

These policies and procedures are designed to be congruent with AANZPA ethics and values. This document will be updated, and expanded as required by Institute faculty, office holders, and other interested parties. These policies and procedures are a principles-based guide rather than a set of administrative rules. The details are designed to be determined through discussions, dialogue and engagement amongst the staff and individuals concerned, and applied to specific contexts or events. This policies and procedures document is designed to be easy to update and work with and is directly referred to in the Constitution of Psychodrama Australia.

### **Guiding principles**

The guiding principles, listed hereunder, are congruent with the AANZPA constitution and strategic plan, and they inform and direct the policies and procedures contained herein:

**Our vision (what we aim to create):** Able men and women expressing themselves relevantly in the ordinary here and now situations in which they live and work. This expression is responsive, creative, brings joy to the human spirit, uplifts the soul and makes people feel part of the universe again.

## **Psychodrama Australia Policies and Procedures**

**Our mission (our unique contribution to our vision):** To provide professional development and training which builds the capacities for spontaneity, creativity, and the co-creation of progressive relationships, using the methods and philosophy of life collectively known as the psychodrama method.

### **Our objects as per our Constitution:**

- To be the national body for psychodrama training in Australia accredited by the AANZPA Board of Examiners
- To deliver coordinated psychodrama training in campuses across Australia
- To achieve the standards of training developed by the AANZPA Board of Examiners
- To identify trends and educational developments that are relevant to psychodrama training
- To sustain contact and constructive working relationships with AANZPA, the AANZPA Board of Examiners, FITNZ and its member psychodrama training institutes
- To communicate and liaise with individuals and organisations to promote these objectives
- To make psychodrama training known to a wide range of professionals
- To deliver a service that is financially, socially and environmentally viable.

## **Psychodrama Australia Policies and Procedures**

### **Membership and Structure of Psychodrama Australia**

#### **Members**

Psychodrama Australia is comprised of members who are AANZPA accredited TEPs & TEPiTs working on Australian campuses. Members are the owners of the company by virtue of being a guarantor. All members are guarantors of the company known as 'Psychodrama Australia' to the extent of the sum nominated (which is \$10).

New appointments as a psychodrama trainer and consequently as a member of Psychodrama Australia are done by the Campus Director in consultation with the Chair and subject to approval by the AANZPA Board of Examiners.

#### **Directors**

All members are encouraged to be directors of the company. In effect, each member is asked to take responsibility for sustaining and further developing a genuine, collaborative ownership of Psychodrama Australia.

#### **The Board of Directors (BoD)**

The directors of the company form the Board of Directors, which under the constitution, appoints a Chair, Deputy Chair, Treasurer and Secretary. Directors may fill more than one position. The Board ensures that the company meets its stated purposes. In Psychodrama Australia, the Board and those conducting psychodrama training are the same group of people. Hence we, as directors, hold ourselves accountable for what we do as Psychodrama Australia.

### The Management of Psychodrama Australia

#### 1. The Faculty

The Faculty is the combined training staff of the Psychodrama Training Campuses in Australia.

All work is done by and on behalf of the Faculty in line with the objects and constitution of Psychodrama Australia.

Members deliver psychodrama training at various locations and campuses around Australia. The work of each campus is formally reviewed in accord with the requirements of the AANZPA Training & Standards Manual.

#### 2. Functions and Responsibilities

All officeholders are appointed by the Board of Directors.

The Chair of Psychodrama Australia takes on the function of the Executive Director.

##### a) The Executive Director

The function of the executive director is to

- initiate, lead and co-ordinate the work of Psychodrama Australia, including building positive sociometric links with all members of Faculty,
- chair the annual general meeting,
- report to the members on the work of the Institute,
- represent Psychodrama Australia as required, and
- carry out all executive legal functions required under the Companies Act, including entering into and terminating contracts.

##### b) The Program Coordinator

The function of the program coordinator is to

- coordinate external course accreditation processes,
- maintain relationships with relevant bodies and

## **Psychodrama Australia Policies and Procedures**

- oversee the national training program in collaboration with regional campuses.

### **c) The Company Secretary**

The Company Secretary is responsible for legal compliance under the Companies Act. This can be someone who is not a member of Psychodrama Australia. Their responsibilities include

- maintaining a register of members/guarantors and directors
- submitting an annual return to ASIC, and
- related duties.

### **d) Campus Directors of Training**

The function of the campus directors is to

- oversee the extent and delivery of psychodrama training on their campus and all other campus activities including
  - oversight and the development of curriculum, supervision and development of trainees;
  - development and maintenance of professional standards including standards of ethics;
  - staffing, professional development; liaising with the Board of Examiners;
  - administrative responsibility for trainee systems including enrolment systems and records of hours of supervision and training;
  - financial and other management policy, strategic planning, systems, structure and any other legal requirements;
  - oversight implementation of administrative arrangements, including the regular conduct of staff meetings, requisite insurances, and the compliance with Occupational Health and Safety standards and other standards as required by law,in such a way as to support and sustain a unified identity and the quality of training outcomes across Australia.

## **Psychodrama Australia Policies and Procedures**

This description is a high level summary building on the document Psychodrama Australia Policies and Procedures for Campuses.

### **3. Management and Decision-making**

The members meet annually for a Faculty meeting and an Annual General Meeting. At these meetings the Board of Directors appoints office holders and with the membership initiates working parties, sets direction and priorities, allocates resources, remunerates, makes decisions, and delegates functions and decision-making as it sees fit.

It is envisaged that the Faculty operate from the principles of warm up, collegiality and consensus to make decisions.

#### **a) Office Holders**

The office holders are Chair/Executive Director, Deputy Chair, Treasurer, Secretary and Program Coordinator. These office holders constitute the Coordination Working Party of Psychodrama Australia.

#### **b) The Coordination Working Party**

This working party is a minimum of 3 people. An office holder may hold more than one role.

The function of this working party is to

- Creatively coordinate the efforts of the Members
- Assist the development of sociometric links between Faculty, campuses and working parties to progress the objectives of Psychodrama Australia

#### **c) Working Parties**

Working Parties drawn from the Faculty will carry forward initiatives as agreed by Faculty. The Faculty may set up other Working Parties as the need arises.

## **Psychodrama Australia Policies and Procedures**

### **4. Training Campuses**

Each training campus offers a high quality, professional training program where trainees can expect to have a unified experience of psychodrama training, that is a consistent and integrated approach across the various campuses in Australia.

At the same time campuses are expected to tailor their programs, training fees, trainer fees, intake, outreach, management and financial systems, including operating their own bank account, to best meet local needs as well as collaborate on shared services and approaches where this enhances the program and eliminates duplication.

Each Psychodrama Australia Campus is subject to the standards and the institute accreditation process as set out in the AANZPA Training and Standards Manual. The operations of campuses, including periodic review and campus management, are further elaborated in the attached document Psychodrama Australia Policies and Procedures for Campuses