



<b>Policy Title:</b>	<b>Role Description – National Workshops Coordinator</b>		
<b>Policy Number:</b>	AACBT-POL-09.08	<b>Process Owner:</b>	Board
<b>Authorised by:</b>	Board		
<b>Last Review Date:</b>	June 2022	<b>Next Review Date:</b>	March 2025

<b>Position Title</b>	Director – National Workshops Coordinator
<b>Organisation</b>	Australian Association for Cognitive and Behaviour Therapy (AACBT)
<b>Position Purpose</b>	The National Workshops Coordinator provides leadership, oversight and coordination for the AACBT national tours. The annual cycle includes host multiple events in all branches.
<b>Reports to</b>	The Board of Directors for AACBT
<b>Portfolio</b>	National workshops Coordinator
<b>Remuneration</b>	<p>Nil, voluntary position</p> <ul style="list-style-type: none"> <li>• Refer to Travel Policy for reimbursements</li> <li>• Subsequent year memberships are complimentary</li> </ul>
<b>Term of Appointment</b>	Three (3) years (or shorter if resigned or casual appointment)
<b>Governing Document</b>	AACBT Constitution
<b>Requirements</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Full member of AACBT <ul style="list-style-type: none"> <li>◦ Refer S16.9 AACBT Constitution for Director-specific items</li> </ul> </li> <li>• Excellent diplomatic and interpersonal skills</li> <li>• Previous experience on organisation committees of scientific conferences from a variety of organisations</li> <li>• Attendance at various conference events</li> <li>• Strong scientific background</li> <li>• Strong analytical, critical thinking, and problem-solving skills</li> <li>• Strong organisational and time-management skills</li> <li>• Availability to respond in a time sensitive manner for tour coordination</li> <li>• Time available to fulfil AACBT Board duties</li> <li>• Attendance and participation at AACBT meetings</li> <li>• Attendance and participation at AACBT national conference</li> <li>• Willingness and ability to be able to work remotely, via e-mail / phone / etc</li> <li>• Broad connections within CBT community (domestic, national, international)</li> <li>• Five (5) years of experience in cognitive and/or behaviour therapy (CBT) practice and/or research</li> <li>• Contract review and negotiation</li> <li>• Budgeting skills</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Previous attendance at a variety of conferences</li> <li>• Previous experience on as conference convenor / scientific convenor</li> </ul>



<b>Groups / Memberships</b>	This position is a member of the following groups / sub-groups: <ul style="list-style-type: none"><li>• AACBT Board<ul style="list-style-type: none"><li>◦ Marketing</li></ul></li><li>• National Conference Committee</li></ul>
<b>Key Relationships</b>	This position primarily interacts with: <ul style="list-style-type: none"><li>• National Conference Coordinator<ul style="list-style-type: none"><li>◦ To ensure that workshop tour fits with national tours</li></ul></li><li>• Executive Officer</li><li>• Branch Chairs</li></ul>
<b>Position Responsibilities</b>	Objects of AACBT: <ul style="list-style-type: none"><li>• To undertake and promote research and education into CBT</li><li>• To publish and disseminate information about developments in CBT within Australia and other countries</li><li>• To provide education and training in the principles and practices of CBT</li><li>• To support evidence-based practice of CBT within Australia</li><li>• To liaise and consult with other persons or organisations in the research, education and practice of CBT</li></ul> <i>Also refer to AACBT Strategic plan</i>  General: <ul style="list-style-type: none"><li>• Prepare for meetings by reviewing the agenda and supporting documentation</li><li>• Regularly attend board meetings and participate actively and conscientiously</li><li>• Keep up with issues and trends that affect AACBT</li><li>• Participate in the evaluation of AACBT operations</li><li>• Approve audit reports, budgets and business decisions</li><li>• Contribute to the development of policies and strategic plans</li><li>• Understand AACBT's financial affairs and ensuring fiduciary responsibilities are met</li><li>• Ensure AACBT complies with legal requirements</li><li>• Maintain confidentiality on all internal organisational affairs</li><li>• Lead portfolio</li><li>• Undertake tasks as agreed / directed by Board</li><li>• Host / chair AACBT events as may be required</li><li>• Act in the best interests of AACBT and avoid any conflict of interest between their own interests and the interests of AACBT</li></ul> Portfolio specific: <ul style="list-style-type: none"><li>• Adhere to Board approved budget</li><li>• Provide recommendations to Board for approval of prospective national tours, with consideration of topic, speaker, and audience interests</li><li>• Negotiate with prospective speakers, including speaking fees, trip itinerary, presentation documentation, etc</li><li>• Itinerary specifics:<ul style="list-style-type: none"><li>◦ Confirm speaker availability, including time zone changes</li><li>◦ Speaker books own international trip (typically flight)</li><li>◦ Book domestic trips (typically flights) with consideration of comfort of speaker</li><li>◦ Coordinate with Branch Chairs for the provision of local event support (including venue, AV, accommodation, transport and transfers, social hosting, etc)</li></ul></li></ul>



	<ul style="list-style-type: none"><li>○ Compile integrated itinerary, including local contacts, for speaker</li><li>• Optional exit feedback with speaker</li></ul>
<b>Commitment Required</b>	<ul style="list-style-type: none"><li>• 5-10 hours per month on average</li><li>• Note that the workload does vary in conjunction with the tour cycle <i>(not including attendance at national conference)</i></li></ul>