



<b>Policy Title:</b>	<b>Role Description – National Conference Scientific Convenor</b>		
<b>Policy Number:</b>	AACBT-POL-09.13	<b>Process Owner:</b>	Board
<b>Authorised by:</b>	Board		
<b>Last Review Date:</b>	August 2024	<b>Next Review Date:</b>	March 2027

<b>Position Title</b>	National Conference Scientific Convenor (host year)
<b>Organisation</b>	Australian Association for Cognitive and Behaviour Therapy (AACBT)
<b>Position Purpose</b>	The National Conference Coordinator provides guidance and leadership of the scientific content of that year's national conference. The annual conference rotates amongst host Branches each year.
<b>Reports to</b>	Director – National Conference Coordinator
<b>Portfolio</b>	National Conference
<b>Remuneration</b>	<p>Nil, voluntary position</p> <ul style="list-style-type: none"> <li>Up to 2 nights accommodation during national conference</li> <li>Registration to scientific program of national conference</li> <li>AACBT membership (if not already joined), subsequent year membership is complimentary</li> </ul> <p>Please note: no travel costs are provided by AACBT</p>
<b>Term of Appointment</b>	<p>Up to two (2) years, culminating in December after national conference</p> <ul style="list-style-type: none"> <li>Typically shadow prior year to then lead in hosted year</li> </ul>
<b>Requirements</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>Excellent diplomatic and interpersonal skills</li> <li>Regular and recent attendance at various conference events</li> <li>Strong scientific background</li> <li>Strong analytical, critical thinking, and problem-solving skills</li> <li>Time available to fulfil conference duties</li> <li>Attendance and participation at conference 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>Ten (10) years of experience in cognitive and/or behaviour therapy (CBT) practice and/or research</li> <li>Ability to lead the review of abstracts</li> <li>Comply with strict timeframes</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>Full member of AACBT</li> <li>Previous experience on organisation committees of scientific conferences from a variety of organisations</li> </ul>
<b>Groups / Memberships</b>	<p>This position is a member of the following groups / sub-groups:</p> <ul style="list-style-type: none"> <li>National Conference Committee <ul style="list-style-type: none"> <li>Abstract reviews</li> </ul> </li> </ul>
<b>Key Relationships</b>	<p>This position primarily interacts with:</p> <ul style="list-style-type: none"> <li>Director – National Conferences</li> </ul>



	<ul style="list-style-type: none"><li>• National Conference Convenor (host year)</li><li>• Executive Officer (Conference Secretariat)</li></ul>
<b>Position Responsibilities</b>	<p>Objects of AACBT:</p> <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 scientific, 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> <p>General:</p> <ul style="list-style-type: none"><li>• Prepare for meetings by reviewing the agenda and supporting documentation</li><li>• Regularly attend conference meetings and participate actively and conscientiously</li><li>• Keep up with issues and trends that affect conference planning</li><li>• Ensure conference complies with ethical and legal requirements</li><li>• Ensure conference maintains scientific rigor and CBT focus</li><li>• Maintain confidentiality on all internal organisational affairs</li><li>• Undertake tasks as agreed / directed by National Conference Coordinator</li><li>• Host / chair conference 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> <p>Portfolio specific:</p> <ul style="list-style-type: none"><li>• Refer to AACBT planning documents for provision of national conference, including:<ul style="list-style-type: none"><li>○ Develop conference theme</li><li>○ Lead Keynote and Invited Speaker selections, typically:<ul style="list-style-type: none"><li>▪ two (2) international Keynote Speakers</li><li>▪ 2-4 domestic Invited Speakers</li></ul></li><li>○ Liaise with Keynote and Invited Speakers, including contracts</li><li>○ Prepare scientific and workshop programs, including:<ul style="list-style-type: none"><li>▪ Call for abstracts</li><li>▪ Abstract review and ranking</li><li>▪ Prepare draft conference speaker programs</li><li>▪ Identify programs gaps and recommend options</li></ul></li></ul></li></ul>
<b>Commitment Required</b>	<ul style="list-style-type: none"><li>• 5-10 hours per month on average <i>(not including attendance at national conference)</i></li></ul>