



<b>Policy Title:</b>	<b>Role Description – National Conference Coordinator</b>		
<b>Policy Number:</b>	AACBT-POL-09.04	<b>Process Owner:</b>	Board
<b>Authorised by:</b>	Board		
<b>Last Review Date:</b>	August 2020	<b>Next Review Date:</b>	March 2023

<b>Position Title</b>	Director – National Conference Coordinator
<b>Organisation</b>	Australian Association for Cognitive and Behaviour Therapy (AACBT)
<b>Position Purpose</b>	The National Conference Coordinator provides leadership, oversight and coordination for the AACBT annual national conference. The annual conference rotates amongst host Branches each year in a 5-year cycle and is the peak scientific CBT event in Australia.
<b>Reports to</b>	The Board of Directors for AACBT
<b>Portfolio</b>	National Conference Coordinator
<b>Remuneration</b>	Nil, voluntary position <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>• Regular and recent attendance at various conference events</li><li>• Strong scientific background, preferably Associate Professor / Professor (no adjuncts) or equivalent</li><li>• Strong analytical, critical thinking, and problem-solving skills</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>• Ten (10) 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, particularly AACBT National Conference</li><li>• Previous experience as a member of an AACBT Branch or committee</li><li>• Previous experience on as conference convenor / scientific convenor, particularly AACBT National Conference</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>• AACBT Board<ul style="list-style-type: none"><li>○ National Awards assessment</li><li>○ Fellows assessment</li><li>○ Marketing</li></ul></li><li>• National Conference Committee<ul style="list-style-type: none"><li>○ Abstract assessment</li></ul></li></ul>
<b>Key Relationships</b>	<p>This position primarily interacts with:</p> <ul style="list-style-type: none"><li>• National Workshops Coordinator<ul style="list-style-type: none"><li>○ To ensure that workshop tour fits with national tours</li></ul></li><li>• Executive Officer (Conference Secretariat)</li><li>• Conference Convenor</li><li>• Scientific Convenor</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 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><i>Also refer to AACBT Strategic plan</i></p> <p>General:</p> <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> <p>Portfolio specific:</p> <ul style="list-style-type: none"><li>• Chair National Conference Committee</li><li>• Refer to AACBT planning documents for provision of national conference</li><li>• Assist Branch Chair to select Conference Convenor (typically Branch member)</li><li>• Assist Branch Chair to select Scientific Convenor (typically a widely respected academic, who has a relationship with AACBT)</li></ul>



	<ul style="list-style-type: none"><li>• Assist Convenor and Executive Officer (Conference Secretariat) with venue selection (including audio visual), and review of contract/s</li><li>• Assist Convenor and Scientific Convenor with Keynote and Invited Speaker selections</li><li>• Ensure Executive Officer (Conference Secretariat) is adhering to conference timelines</li><li>• Adhere to Board approved conference budget</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>