



Policy Title:	Role Description – National Conferences		
Policy Number:	AACBT-POL-09.04	Process Owner:	Board
Authorised by:	Board		
Last Review Date:	October 2023	Next Review Date:	March 2026

Position Title	Director – National Conferences
Organisation	Australian Association for Cognitive and Behaviour Therapy (AACBT)
Position Purpose	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.
Reports to	The Board of Directors for AACBT
Portfolio	National Conferences
Remuneration	<p>Nil, voluntary position</p> <ul style="list-style-type: none"> • Refer to Travel Policy for reimbursements • Subsequent year memberships are complimentary
Term of Appointment	Three (3) years (or shorter if resigned or casual appointment)
Governing Document	AACBT Constitution
Requirements	<p>Essential:</p> <ul style="list-style-type: none"> • Full member of AACBT <ul style="list-style-type: none"> ◦ Refer S16.9 AACBT Constitution for Director-specific items • Excellent diplomatic and interpersonal skills • Previous experience on organisation committees of scientific conferences from a variety of organisations • Regular and recent attendance at various conference events • Strong scientific background • Strong analytical, critical thinking, and problem-solving skills • Time available to fulfil AACBT Board duties • Attendance and participation at AACBT meetings • Attendance and participation at AACBT national conference • Willingness and ability to be able to work remotely, via e-mail / phone / etc • Broad connections within CBT community (domestic, national, international) • Ten (10) years of experience in cognitive and/or behaviour therapy (CBT) practice and/or research • Contract review and negotiation • Budgeting skills <p>Preferred:</p> <ul style="list-style-type: none"> • Previous attendance at a variety of conferences, particularly AACBT National Conference • Previous experience as a member of an AACBT Branch or committee • Previous experience on as conference convenor / scientific convenor, particularly AACBT National Conference



Groups / Memberships	This position is a member of the following groups / sub-groups: <ul style="list-style-type: none">• AACBT Board<ul style="list-style-type: none">○ National Awards assessment○ Fellows assessment○ Marketing• National Conference Committee<ul style="list-style-type: none">○ Abstract assessment
Key Relationships	This position primarily interacts with: <ul style="list-style-type: none">• National Workshops Coordinator<ul style="list-style-type: none">○ To ensure that workshop tour fits with national tours• Executive Officer (Conference Secretariat)• Conference Convenor• Scientific Convenor
Position Responsibilities	Objects of AACBT: <ul style="list-style-type: none">• To undertake and promote research and education into CBT• To publish and disseminate information about developments in CBT within Australia and other countries• To provide education and training in the principles and practices of CBT• To support evidence-based practice of CBT within Australia• To liaise and consult with other persons or organisations in the research, education and practice of CBT <i>Also refer to AACBT Strategic plan</i> General: <ul style="list-style-type: none">• Prepare for meetings by reviewing the agenda and supporting documentation• Regularly attend board meetings and participate actively and conscientiously• Keep up with issues and trends that affect AACBT• Participate in the evaluation of AACBT operations• Approve audit reports, budgets and business decisions• Contribute to the development of policies and strategic plans• Understand AACBT's financial affairs and ensuring fiduciary responsibilities are met• Ensure AACBT complies with legal requirements• Maintain confidentiality on all internal organisational affairs• Lead portfolio• Undertake tasks as agreed / directed by Board• Host / chair AACBT events as may be required• Act in the best interests of AACBT and avoid any conflict of interest between their own interests and the interests of AACBT Portfolio specific: <ul style="list-style-type: none">• Chair National Conference Committee• Refer to AACBT planning documents for provision of national conference• Assist Branch Chair to select Conference Convenor (typically Branch member)• Assist Branch Chair to select Scientific Convenor (typically a widely respected academic, who has a relationship with AACBT)• Assist Convenor and Executive Officer (Conference Secretariat) with venue selection (including audio visual), and review of contract/s



	<ul style="list-style-type: none">• Assist Convenor and Scientific Convenor with Keynote and Invited Speaker selections• Ensure Executive Officer (Conference Secretariat) is adhering to conference timelines• Adhere to Board approved conference budget
Commitment Required	<ul style="list-style-type: none">• 5-10 hours per month on average <i>(not including attendance at national conference)</i>