



Policy Title:	Role Description – National Workshops Coordinator		
Policy Number:	AACBT-POL-09.08	Process Owner:	Board
Authorised by:	Board		
Last Review Date:	August 2020	Next Review Date:	March 2022

Position Title	Director – National Workshops Coordinator
Organisation	Australian Association for Cognitive and Behaviour Therapy (AACBT)
Position Purpose	The National Workshops Coordinator provides leadership, oversight and coordination for the AACBT national tours. The annual cycle includes host multiple events in all branches.
Reports to	The Board of Directors for AACBT
Portfolio	National workshops Coordinator
Remuneration	Nil, voluntary position <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• Attendance at various conference events• Strong scientific background, preferably 10-15 years post-graduation (mid-career)• Strong analytical, critical thinking, and problem-solving skills• Strong organisational and time-management skills• Availability to respond in a time sensitive manner for tour coordination• 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)• Five (5) 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• Previous experience on as conference convenor / scientific convenor• Specific skills to list



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">◦ Marketing• National Conference Committee
Key Relationships	This position primarily interacts with: <ul style="list-style-type: none">• National Conference Coordinator<ul style="list-style-type: none">◦ To ensure that workshop tour fits with national tours• Executive Officer• Branch Chairs
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">• Adhere to Board approved budget• Provide recommendations to Board for approval of prospective national tours, with consideration of topic, speaker, and audience interests• Negotiate with prospective speakers, including speaking fees, trip itinerary, presentation documentation, etc• Itinerary specifics:<ul style="list-style-type: none">◦ Confirm speaker availability, including time zone changes◦ Speaker books own international trip (typically flight)◦ Book domestic trips (typically flights) with consideration of comfort of speaker◦ Coordinate with Branch Chairs for the provision of local event support (including venue, AV,



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