



Policy Title:	Role Description – National Conference Convenor		
Policy Number:	AACBT-POL-09.12	Process Owner:	Board
Authorised by:	Board		
Last Review Date:	October 2023	Next Review Date:	October 2024

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



	<ul style="list-style-type: none">• National Conference Scientific Convenor (host year)• Executive Officer (Conference Secretariat)• Branch Chair (host year)• Director - National Workshops Coordinator
Position Responsibilities	<p>Objects of AACBT:</p> <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 scientific, evidence-based practice of CBT within Australia• To liaise and consult with other persons or organisations in the research, education and practice of CBT <p>General:</p> <ul style="list-style-type: none">• Prepare for meetings by reviewing the agenda and supporting documentation• Regularly attend conference meetings and participate actively and conscientiously• Keep up with issues and trends that affect conference planning• Ensure conference complies with ethical and legal requirements• Ensure conference maintains scientific rigor and CBT focus• Maintain confidentiality on all internal organisational affairs• Undertake tasks as agreed / directed by National Conference Coordinator• Host / chair conference 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 <p>Portfolio specific:</p> <ul style="list-style-type: none">• Refer to AACBT planning documents for provision of national conference, including:<ul style="list-style-type: none">○ Identify and lead recruitment of National Conference Scientific Convenor (host year)○ Assist with development of conference theme○ Lead venue selection○ Assist with venue negotiations, including AV○ Lead or oversee social function planning○ Assist with Keynote and Invited Speaker selections○ Assist with preparation of scientific and workshop programs, including:<ul style="list-style-type: none">▪ Call for abstracts▪ Abstract review and ranking▪ Allocation of session Chairs▪ Organising Welcome to Country▪ In-conference catering selections
Commitment Required	<ul style="list-style-type: none">• 5-10 hours per month on average <i>(not including attendance at national conference)</i>