

President Job Description and Duties

The Canadian Positive Psychology Association is recruiting a new president! We are taking the organization in a brand new direction while maintaining our strong presence in the world-wide positive psychology community. The president is a dynamic individual who is passionate about boosting the psychological health of all Canadians through the dissemination of positive psychology research and application and the delivery of leading-edge learning events.

The president is responsible for the overall sustainability and success of the organization. Acting president should have deep ties into the positive psychology community worldwide and can advise the direction of the organization that is aligned with this world vision. The acting president can leverage their vast network in support of CPPA activities. The president will also know the latest research and topics in positive psychology to ensure events, workshops and conferences are current with the latest topics in positive psychology. The current president works only part-time for the organization in a volunteer capacity.

The President is responsible for the overall growth, sustainability and success of the Canadian Positive Psychology Association. This includes:

- Acting as a visionary for the future of the CPPA organization
- Creating and executing the CPPA strategic plan
- Managing and overseeing CPPA operations with a volunteer team
- Nurturing positive psychology relationships worldwide to ensure alignment of CPPA within our world vision
- Developing and nurturing strategic partnerships for CPPA to grow
- Establishing strategic partnerships with sponsoring organizations and works closely with the fundraising and the sponsorship committee to help secure funds for the organization
- Working with the CPPA volunteer team to deliver high quality educational offerings across the country and positive psychology events
- Working with the marketing coordinator to ensure all CPPA events are effectively marketed including social media outreach
- Working with the membership committee lead, maintain and grow membership
- Providing positive leadership and management to CPPA staff including all recruiting, training and onboarding
- Keeping abreast of the latest research and topics in PP to ensure events, workshops and conferences are current, relevant and timely.
- Working with the marketing coordinator, execute a strategic marketing plan for greater reach
- Acting as the public relations face for the organization and media spokesperson
- Overseeing proper CPPA governance
- Managing the CPPA administrative assistant who does the day-to-day administration of the organization and keeps the website up to date
- Attending all monthly board meetings and reporting to the board

- Working with the CPPA bookkeeper, ensuring all bookkeeping is done in a timely manner
- Working with the treasurer, ensuring the timely delivery of all government requirements for financial reporting and payments
- Coordinating the Annual General meeting and works with the auditors to ensure all requirements are met
- Overall responsibility to ensure the financial sustainability of the organization

Qualifications

- Self-starter and highly motivated
- Ideally Master's degree in applied positive psychology or Certificate in Applied Positive Psychology
- A strong leader who can inspire a team of volunteers
- Deep ties into the positive psychology community worldwide
- Mastery level of positive psychology
- Has credibility as a 'leader' in the worldwide positive psychology movement
- Media savvy or trainable
- Has strategic ties with organizations that can offer funding (i.e. government, corporate, grants etc.) a plus
- Leverage their vast network in support of CPPA activities
- Highly organized and responsive

Time Considerations:

The board meets online once a month for 1.5 hours. Approximately 25-30 hours every month.

Benefits of the Role:

We are the leading edge organization in Positive Psychology in Canada. No other association in the world offers as many educational offerings for practitioners as we do.

As part of our board you will have access to:

- The latest research in PP as often shared by the board
- Access to our broad network of PP specialists in the field including our vast MAPP network and top researchers like Sonja Lyubomirsky & Martin Seligman
- Attending all educational events we offer free of charge
- An opportunity to shape how we engage with our members to improve the health of all Canadians

If you are interested, please contact Louisa Jewell (founding president) at louisa@cpga.ca. Thank you and we look forward to hearing from you!