

Conference Chair: Canadian Positive Psychology Association Conference 2018

As the Canadian Positive Psychology Association (CPPA) conference chair, your role is to support, guide and oversee the conference manager, volunteers, and conference committees, while working with the CPPA board and executive assistant to bring your unique and shared vision of the CPPA conference to fruition. Your role is to make sure the key duties and responsibilities of the conference chair are fulfilled including:

- Select and chair a conference team/committee
- Create and support any needed conference subcommittees
- Be a leader in the recruitment and selection of a conference manager
- Update the CPPA president and board on conference progress and objectives
- Oversee the work, performance and flourishing of the conference manager, committees, volunteers, and staff
- Develop Call for Proposals to align with your chosen conference theme
- Work with the submissions review team to make conference program selections
- Create a user friendly and beautifully designed conference program
- Recruit, select and negotiate contracts with world renowned researchers and keynote speakers
- Be the lead in the recruitment and selection of invited speakers
- Oversee the implementation of an energizing promotional, marketing and public relations plan
- Along with the conference manager, conference committee and board, co-create ideas for conference events including social events, entertainment and pre-conference workshops
- Develop a plan to recruit conference vendors, sponsors and partners
- Oversee the budget and financial stewardship of the conference
- Create a lived experience of positive psychology and ripple effects that promote the flourishing of Canadians and people around the world

Please note that the conference chair is not required to personally complete all key conference chair duties and responsibilities. The role is to ensure that those duties are completed by appropriate committees, task forces, board members, staff or volunteers.

This position will allow you to:

- Be at the forefront of positive psychology in Canada
- Work closely and develop meaningful relationships with a wonderful group of volunteers, board members and staff
- Conduct some or most meetings virtually through our online meeting software
- Be recognized as an international leader in the positive psychology movement
- Develop relationships with some of the top positive psychologists in the world
- Develop your connections and knowledge in positive psychology
- Be part of our growing and emerging non-profit organization

Job specifications:

- 5 years' experience in a leadership role
- 3 years' experience in event planning and management
- Previous conference organization experience as a leader or team member
- Advanced ability to plan and organize educational events, workshops, webinars and meetings
- Advanced ability to plan and manage event and operational budgets
- Project management experience a plus
- Well-organized
- Gritty and resilient
- Emotionally and socially intelligent
- Great communication skills
- High likability based on use of signature and character strengths
- Proven ability in solution-focused and strengths-based management
- A deep interest and love for positive psychology

Please send your resume and cover letter to the interim chair of the Canadian Positive Psychology Association, Greg Evans, at partner@coppa.ca by January 13th, 2017.