

California Association for Behavior Analysis

Conference Chairperson Position Description

Term: Two years (July 1, 2010 – June 30, 2012) – serving as Co-Chair the first year and then as Conference Chair the second year

Estimated Time Commitment: approximately 5 hours per month, but up to 20 hours per week prior to and during the annual conference

General Overview:

According to the CalABA Bylaws, the Conference Chairperson coordinates and oversees the planning and implementation of the annual conference, including the management of the conference budget and site selection, selection of the conference program, and on-going operations of the conference, including a final report of these activities to the Board of Directors.

Specific Responsibilities:

1. Forms and presents a Conference Committee to the Board for approval.
2. Develops and presents a conference budget and slate of speakers to the Board for approval.
3. Works collaboratively with CalABA's conference management association, CalABA Administrative Director, and various Board committees in all conference planning activities (e.g., developing the Call for Papers and Conference Program, reviewing submissions, scheduling sessions, determining CEUs, marketing, registration materials, soliciting advertisements).
4. Identifies and assists Student Volunteer Coordinator with recruiting and managing student volunteers.
5. Solicits, reviews, and determines recipients of student research awards.

A conference planning task analysis is available for review upon request.