



## Ohio School Psychologists Association

<b>Job Title:</b>	Conference Committee Chair (Non-voting)		
<b>Time Commitment:</b>	Eight (8) committee meetings per academic year, ongoing work to secure presenters and create promotional materials, two full days of executing conferences.	<b>Travel Required:</b>	To Columbus for in-person Board Meetings and for the duration of in-person conferences.
<b>Reports To:</b>	Executive Director	<b>Works With:</b>	Executive Director, Business Manager, Officers and Executive Board members, organization and committee members

### Job Description

#### PURPOSE OF POSITION

To plan and execute professional development conferences for school psychologists and others; be a liaison between the OSPA Board and the Conference Committee (Fall or Spring).

#### ROLE AND RESPONSIBILITIES

- Report your organization or committee's activities to the Board
- Seek guidance from the Board on issues that arise through your organization or committee work
- Provide quarterly updates on your organization or committee's activities in *The Ohio School Psychologist*
- Follow specific duties as outlined in Operations Manual and update annual role and responsibilities as needed
- Update the Committee webpages on the OSPA website

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Conference Committee Chairs must be active OSPA members in good standing and voting members of the Association (excluding intern members).

#### PREFERRED SKILLS

Good oral and written communication skills  
 Ability to speak in front of large groups  
 Strong ability to recruit and retain committee members  
 Ability to plan multiple facets of conferences  
 Organizational skills

#### ADDITIONAL NOTES

Appointments are ongoing unless the person resigns or is removed by the Executive Director, subject to majority approval of the Planning and Financial Advisory Committee. The OSPA Operations Manual provides guidance regarding specific activities.