



Canadian Council of Professional Psychology Programs
Conseil canadien des programmes de psychologie professionnelle

The CCPPP is seeking nominations for Secretary (3-year term)

CCPPP Secretary Position Description and Responsibilities

The secretary is primarily responsible for spearheading the communications process among the executive and general membership. This includes:

- Taking formal minutes of the mid-winter meeting and the spring Annual General Meeting (AGM)/Townhall.
- Taking a record of attendance at the AGM.
- Preparing and distributing AGM materials (electronic and paper distribution as needed)
- Giving a Secretary's/Communications Report at the AGM
- Attending and taking informal minutes at the monthly executive conference calls (e.g. summary of action items)
- Preparing a monthly email to update members following executive meetings as needed (e.g., reminders of upcoming events such as the national training seminars, AGM, surveys, etc.). Using the existing template, this should take no more than approximately 30 min.
- Overseeing the Elections process for any new executive members.

Nominations/Applications Due: April 22, 2022

About the CCPPP:

The CCPPP represents the various university-based psychology programs and psychology internship settings in Canada that train professional psychologists such as clinical psychologists, counselling psychologists, clinical neuropsychologists, school psychologists, as well as other branches of professional psychology.

Applicant Requirements:

- Membership in the CCPPP
- Must be willing to commit to a 3-year term
- Must attend the AGM, which happens the day before the CPA convention and be self- or program-funded for this attendance.

Benefits of the Position:

- Working with a diverse and wonderful group of other professionals engaged in similar work
- Unique opportunity to shape Professional Psychology training in Canada
- Attendance at two in person meetings a year (one funded by CCPPP, one self- or program-funded)

Application Instructions:

- Interested individuals should submit their CV and a brief email describing their interest and willingness to fulfill the requirements of the position to **the current CCPPP Secretary, Dr. Diane LaChapelle at dlachape@unb.ca by April 22, 2022.**
- Interested individuals may also contact the current secretary for more information about the role.
- In the event of more than one candidate for the position, an election will be held per the CCPPP Bylaws. In this case, interested individuals will need to prepare a brief candidate statement.