

VOLUNTEER OPPORTUNITY

Conference Director

CanSAGE Annual Conference

CanSAGE is seeking a Conference Director to play a central role in ensuring logistical continuity, consistency, and fiscal accountability across the annual conference cycle. This is a 3-year volunteer elected position open to practicing Gynecologists who are CanSAGE members in good standing.

ROLE AT A GLANCE

Position	Conference Director
Term	3-year volunteer elected term
Eligibility	Practicing Gynecologist; CanSAGE member in good standing throughout the term
Reports To	CanSAGE Board of Directors
Selected By	Current Conference Director and the CanSAGE Board of Directors
Application Deadline	October 6, 2026
Submit To	admin@cansage.org

ABOUT THE ROLE

The Conference Director maintains consistency on the Scientific Planning Committee (SPC) by focusing on the logistical aspects of the annual conference and ensuring that the Board-approved budget is met.

The Director acts as the direct intermediary between the SPC and the contracted event management company, with authority to make necessary decisions on the SPC's behalf should the Conference Chair be unavailable. The Director reports directly to the Board of Directors at all meetings and serves as the primary point of contact for industry partners for the annual conference.

In the event of a disagreement between the Conference Director and the Conference Chair, the matter will be escalated to the CanSAGE President for a final decision.

RESPONSIBILITIES

- Maintain logistical consistency across the annual conference planning cycle
- Ensure planning and expenditures align with the Board-approved budget
- Act as the direct intermediary between the SPC and the contracted event management company
- Make necessary decisions on behalf of the SPC when the Conference Chair is unavailable
- Serve as the primary point of contact for industry partners for the annual conference

- Report directly to the Board of Directors at all Board meetings
- Collaborate closely with the Conference Chair on content, logistics, and overall planning
- In Year 3, mentor and onboard the incoming Conference Director

RELATIONSHIP TO THE CONFERENCE CHAIR

The Chair holds an annual term and is a practicing Gynecologist living in or near the conference city. The Chair focuses on conference content, potential speakers, social activities, and local logistics. The Director and Chair work closely together to ensure fluidity in planning and adherence to the budget.

HOW TO APPLY

Interested candidates are encouraged to submit a current CV along with a brief expression of interest outlining their relevant experience and motivation for the role.

Send your application to: admin@cansage.org

Subject line: *Interest in Volunteer Opportunity as Conference Director*

Depending on the number of applications received, interviews may be conducted.

Please submit your application no later than **October 6, 2026**.

Canadian Society for the Advancement of Gynecologic Excellence (CanSAGE) | www.cansage.org