Charbonneau Trainee Association Roles

Chair/President
- Previous experience on the Charbonneau Trainee Association (CTA) or other volunteer experience
- Identify the types of events and timing of events that work for the trainees in the institute
- Reporting to GSA (Completing the annual operational report and after event reports)
- Reporting to the leadership team at the Charbonneau Cancer Institute
- Act as liaison between DGAs (BMB and Med Sci) to make sure there is no duplication in events
- Sit on Charbonneau committees (Education and executive team meeting)
- Arrange monthly meetings with the CTA executive team (or as needed)
- Hold at least one General Meeting/Trainee Townhall with all trainees in the institute

Vice-Chair
- Taking meeting minutes at all CTA executive team meetings
- Managing the finances
- Order food for WIP sessions with help of others.
- Provide year end report to the leadership team of the Institute
- Supporting the Chair in all their responsibilities

Communication Coordinator
- Communication of updates, events and other information to trainees in the institute via email and/or slack channel
- Coordinate events for advertisement with the Charbonneau communications team
- Make posters for events with help of organizers and distribute through Charbonneau communications avenues.
- Help with advertising plans of events and work with other reps to find the best way to get high attendance at events

Outreach
- Identify the types of outreach opportunities the trainees in the institute are interested in
- Identify and establish relationships with public domains partners
- Coordinate outreach events with the Chair
- Recruit volunteers with the Chair/Vice-Chair
- Complete pre- and post-event reports with Chair
- Engage the trainees outside of the core Charbonneau locations of HMRB and HRIC (ie. The trainees at the Tom Baker and Main Campus)
**Education**

- Identifying the types of educational opportunities the trainees in the institute are interested in
- Identify who can provide the educational event and how often (one-time workshop or a series of workshops)
- In charge of nominating an external speaker for the Charbonneau Seminar Series, assist group to pick a speaker and schedule their visit
- Serve as a member of the Trainee Education and Professional Development Committee at the Charbonneau Cancer Institute
- Plan workshop for summer students

**EDI**

- Assist in the development of approaches for furthering equity, diversity, and inclusion across the trainee community
- Raise awareness of issues relating to EDI across the Institute
- Serve as a member of the EDI Committee at the Charbonneau Cancer Institute

**Social**

- Identify the types of social events the trainees are interested in
- Help plan and facilitate the Charbonneau Research Symposium, summer student welcome and research days, holiday events, and other seasonal events with the Chair
- Act as liaison between Carmen Coelho, Specialist Education and Programs and the CTA
- Complete pre- and post- event reports with Chair
- Engage the trainees outside of the core Charbonneau locations of HMRB and HRIC (ie. The trainees at the Tom Baker and Main Campus)