Charbonneau Trainee Association Roles

1) Chair
   a. Previous experience on the Charbonneau Trainee Association (CTA) or other volunteer experience
   b. Communication of updates, events and other information to trainees in the institute via email
   c. Identify the types of events and timing of events that work for the trainees in the institute
   d. Reporting to GSA (Completing the annual operational report and after event reports)
   e. Act as liaison between DGAs (BMB and Med Sci) to make sure there is no duplication in events
   f. Sit on Charbonneau committees (Education and executive team meeting)
   g. Arrange monthly meetings with the CTA executive team (or as needed)
   h. Hold at least one General Meeting/Trainee Townhall with all trainees in the institute

2) Vice-Chair
   a. Taking meeting minutes at all CTA executive team meetings
   b. Managing the finances
   c. Supporting the Chair in all their responsibilities

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

4) Social
   a. Identify the types of social events the trainees are interested in
   b. Help plan and facilitate the Charbonneau Research Symposium, summer student welcome and research days, Adult and Kids holiday parties, and other seasonal events with the Chair
   c. Recruit volunteers with Chair/Vice-Chair
   d. Act as liaison between Carmen and the CTA
   e. Complete pre- and post- event reports with Chair
   f. Engage the trainees outside of the core Charbonneau locations of HMRB and HRIC (ie. The trainees at the Tom Baker and Main Campus)

5) Education
   a. Identifying the types of educational opportunities the trainees in the institute are interested in
   b. Identify who can provide the educational event and how often (one-time workshop or a series of workshops)
c. In charge of identifying the Charbonneau Student Seminar Group, and helping group to pick a speaker and schedule their visit

d. Accompany the Chair to Educational meetings as needed