

## **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