Charbonneau Trainee Association Roles

Chair
- Previous experience on the Charbonneau Trainee Association (CTA) or other volunteer experience
- Communication of updates, events and other information to trainees in the institute via email and/or slack channel
- 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
- Provide year end report to the leadership team of the Institute
- Supporting the Chair in all their responsibilities

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)

2) 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
- Recruit volunteers with Chair/Vice-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)

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

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