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 Committee Meetings).
* 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.
* Coordinate catering for WIP sessions and Events with help from other CTA members.
* Provide year-end report to the leadership team of the Institute.
* Supporting the Chair in all their responsibilities.

**Post-Doc Representative**

* Represent the voice and interests of post-doctoral fellows in the Charbonneau Institute to the CTA
* Sit on Charbonneau committees (Education and Executive Committee Meetings) and represent the post-doc voice
* Communicate updates, events, and other information to post-doc trainees in the Charbonneau
* Act as a liaison between post-doc groups in the CSM and post-docs in the Charbonneau
* Plan events in collaboration with other members of the CTA for post-docs in the Charbonneau to build community and foster relationships between post-docs

**CCS RIOT Representatives (Canadian Cancer Society - Research Information Outreach Team)**

* Attend bi-monthly national CCS RIOT meetings over zoom
* Attend the annual CCS RIOT meeting (in Toronto in summer – trip paid for by CCS) and represent Calgary
* Coordinate Charbonneau volunteers to assist in communications outreach efforts which spread awareness about the promise and progress of cancer research in Calgary through the CCS
* Support coordination of CCS related events in Calgary for the Charbonneau (Relay for Life, Let’s Talk Cancer, CIBC Run for the Cure, ect.)

**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.
* Create 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
* Organize and facilitate the Summer Student Research Day

**EDIA**

* Assist in the development of approaches for furthering equity, diversity, inclusion and accessibility across the trainee community.
* Raise awareness of issues relating to EDIA across the Institute.
* Serve as a member of the EDIA 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 CTA and the Charbonneau Operations Team
* 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)

**Trainee Development**

* Identify, update, and make resources available to all trainees with emphasis on newer Charbonneau trainees
* Meet with and identify needs of newer Charbonneau trainees
* Run and coordinate the Charbonneau Mentorship Program
* Aid with 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