



ROLE AND EXPECTATIONS – CBA PENSIONS AND BENEFITS LAW SECTION

Any Officer or Executive Member shall cease to hold office upon ceasing to be a member of the CBA or the Section.

Officers and Executive Members undertake to familiarize themselves with resources provided to Section leaders and operate collaboratively in accordance with CBA policies and procedures.

CHAIR

- Oversee activities and preside at meetings
- Prepare two activity reports annually (March and June)
- Represent the Section at three National Sections Council (NSC) and two CBA Council meetings per year. The October NSC meeting in Ottawa is funded. There is no CBA funding for the NSC and CBA Council meetings at the February Mid-Winter (Ottawa) and August Annual Meeting

VICE-CHAIR

- Act for the Chair in the absence or inability of the Chair to act
- Assist the Chair and Executive Committee as needed, which may include taking the lead on one or more initiatives

TREASURER

- Responsible for budget requests (significant staff assistance)
- Assist the Executive Committee as needed

SECRETARY¹

- Prepare minutes of meetings in a timely manner
- Assist the Executive Committee as needed

IMMEDIATE PAST CHAIR

- Responsible for any election in accordance with the Section regulation (significant staff assistance)
- Assist the Executive Committee as needed

EXECUTIVE MEMBERS

- Participate in the majority of conference calls
- Volunteer for projects and activities as able
- Participate in meetings as able (there is no CBA funding for in-person meetings)
- Assist the Executive Committee as needed, which may include taking the lead on one or more initiatives

¹ The Secretary sequentially occupies each office through to Immediate Past Chair. By accepting a nomination, candidates confirm a willingness to make a multi-year commitment, including making best efforts to represent the Section at the CBA Mid-Winter (February) and Annual Meeting (August) during the year in which they are Chair. There is currently no funding for those two meetings.