

COFAS 2002

Conference of Faculty Association Staff
Banff Park Lodge
Banff, Alberta
May 30 - June 2, 2002

AGENDA

THURSDAY, May 30, 2002

6:00 - 8:00 P.M.

Registration and Reception (Glacier Salon)

FRIDAY, May 31, 2002

(All sessions will be held in the Summit Room)

8:00 - 9:00 A.M.

Breakfast Buffet (Glacier Salon)

8:30 - 9:00 A.M.

Registration Continues

9:00 - 10:15 A.M.

Services that Faculty Associations Provide to Members

Presenters:

Lauren Tremblay, Professional Officer (Western)

Cheryl Berst, Executive Assistant (Lakehead)

10:15 - 10:45 A.M.

Break

10:45 - 12:00 Noon

Services (continued)

12:00 - 2:00 P.M.

Lunch (on your own)

2:00 - 3:15 P.M.

COFAS Staff - What we do!

Developing an effective job description. It is important

Panel:

Kimberley Benoit, Administrative Officer (Brock)

Rosanne Hood, Executive Director (UBC)

Lauren Tremblay, Professional Officer (Western)

3:15 - 3:45 P.M.

Break

3:45 - 5:00 P.M.

Job Descriptions (continued)

6:30 -

Group Dinner - Pre-registration Required
Bus picks us up in front of the hotel (6:30) -
15 minute ride to the venue
Cash bar, dinner and entertainment

"Suds"Country & Western Performers
Line Dancing Instruction

SATURDAY, June 1, 2002

8:00 - 9:00 A.M.

Breakfast Buffet (Glacier Salon)

9:00 - 10:15 A.M.

*Motivational Speaker - Tom Olson from
Calgary*

10:15 - 10:45 A.M.

Break

10:45 - 12:00 Noon

*Collective Bargaining, Provincial Lobbying
and the Meaning of Life*

Presenter:

*Henry Mandelbaum, Executive Director
(OCUFA)*

12:00 - 1:30 P.M.

Lunch (on your own)

1:30 - 1:45 P.M.

Mug (& Stuff) Exchange

1:45 - 2:45 P.M.

Dealing with Difficult Members

Presenters:

*Susan Palmer, Membership Services
Officer (UBC)*

*Brian Green, Membership Services Officer
(UBC)*

Roseanne Hood, Executive Director (UBC)

2:45 - 3:15 P.M.

Break

3:15 - 5:00 P.M.

Regional Networking Session (Regional
Coordinators)

Dinner (on your own)

SUNDAY, June 2, 2002

8:00 - 9:15 A.M.

Breakfast Buffet (Glacier Salon)

9:15 - 10:15 A.M

*COFAS Annual Business Meeting
(Brigitte Schotch, Administrative Officer,
Dalhousie)*

10:15 - 10:45 A.M.

Break

10:15 - 12:00 Noon

*COFAS Annual Business Meeting cont'd
Lori Morinville, President, (COFAS)*

12:00 Noon

Conference Adjourns

COFAS 2002 - Agenda