



## COFAS Job Descriptions

### Agenda Coordinator(s)

#### From the Bylaws:

#### **2. Executive Officers**

2.1 *The Officers of the Organization shall be the President, Vice-President, Secretary, Treasurer, Past President, current year Conference Site Co-ordinator, current year Conference Agenda Co-ordinator, and one Member-at-Large representing each of the three regions (East, West, and Central) who together shall constitute the Executive.*

#### **3. Duties of Officers**

3.6 *The Conference Site Co-ordinator(s) and the Conference Agenda Co-ordinator(s) shall be responsible for the organization of annual conference.*

#### The Agenda Coordinator(s) shall:

- perform the duties as outlined in the Bylaws;
- attend all Executive and membership meetings scheduled for the year, including the Annual General Meeting;
- liaise with COFAS executive regarding conference developments, potential topics, speakers, and conference budget;
- determine conference topics and agenda, as well as speakers/facilitators/leaders; and
- liaise with the site co-ordinator(s) regarding conference arrangements, including budget for agenda items (e.g., speakers' fees, hotel charges for speakers, gifts for speakers), and speakers' requirements (e.g., technology needs).

Note that the President is responsible for organizing the Business Meeting Agenda (including setting the agenda) at the conference as per Bylaws (3.1).