



## COFAS Job Descriptions

### Member-at-Large

#### 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**

3.7 *The Members-at-Large shall be responsible for representing the members located in their region on the Executive. They shall also be responsible for outreach to expand the membership base of the Organization within their region.*

#### The Member-at-Large shall:

- perform the duties as outlined in the Bylaws;
- attend all Executive and membership meetings scheduled for the year, including the Annual General Meeting;
- maintain ongoing communication between the members in their region and the COFAS Executive;
- connect with COFAS members in their region through social media;
- actively recruit members within their region to the organization;
- facilitate member involvement by collating and sharing the results of any COFAS membership polls;
- serve as a liaison between COFAS and various groups and organizations as determined by the COFAS Executive;
- accompany incoming Member-at-Large to the Executive meeting immediately following their election at the Annual General Meeting; and
- be responsible for orienting the incoming Member-at-Large and mentoring them into their role. If the outgoing Member-at-Large is not available, the President will appoint an Executive member to provide this orientation.