

**The Institute of Chartered Secretaries  
and Administrators in Alberta**

**Terms of Reference for the Branch Correspondent**

**Reporting to:** The Alberta Board of Directors

**Role:** To provide timely and current Branch information to (a) Branch membership on the National website as a cost effective means of communication, and (b) to ICOSA members nationally concerning meetings, immediate past and future, continuous professional development (CPD), strategic planning, legislation, personal and business events of individual members.

**Key Responsibilities:** Reporting should be every three to four months initially to members of the Board for their input, and then to the National office for publication on the National website.

**Critical Factors:** The information published must be current, relevant, timely and up-to-date which is critical to its newsworthiness and should be approved by the Chairman before publishing. The publication should be dated to indicate the currency of the data, in other words it must be “refreshed” constantly. While in some cases confidentiality has to be maintained, one should attempt to be “transparent” where ever possible.

**Qualifications:** The Branch Correspondent should be a member of the Branch in good standing. As this is non-voting position on the Board, the Branch Correspondent can be a student, affiliate or graduate of the Institute. While the Branch Correspondent does not need to be a member of the Alberta Branch’s Board, it would be ideal if that person was able to regularly attend Branch Board meetings to know what is happening in the Branch and what should be communicated to the Alberta membership.

**Interfacing Contacts:** Within the Institute, the Branch Correspondent(s) should be available to any member no matter how active, or inactive. Outside the Institute, they should interface with other professional bodies and learned societies, Junior Achievement, educational institutes, leading businesses in the community, etc. They are not seen to be official spokesperson for the Branch, which is generally the Chairman.

**Performance Review:** One should review the information published in general terms and those who communicate it once a year. This could involve the general membership at the Annual General Meeting if needs be.

Updated: February 13, 2009