

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

**Terms of Reference
Edmonton Representative**

Reporting to: The Alberta Board of Directors

Role: To act as a liaison between the Alberta branch and the Edmonton membership.

Key Responsibilities:

The Edmonton Representative should:

1. Provide an oral update and/or written report on the Edmonton activities monthly during regularly scheduled Board of Director meetings.
2. Keep abreast of Institute developments and current governance issues.
3. Maintain regular communication with Edmonton members.
4. Review the Terms of Reference annually and present any updates or modifications to the Board of Directors for approval.
5. Plan at minimum two member events per year, coordinating efforts with the Programme and Public Affairs Committee and ensuring appropriate funds are budgeted each year to cover meeting costs.

Critical Factors: Provide an open line of communication between the Edmonton membership and the Alberta Branch activities.

Membership Qualifications: Committee Chair should be a member of the Branch in good standing and be active on the Board of Directors.

Contacts & Liaisons: Regular communication and contact should be made with the Alberta Board, Chair of Alberta Branch, Membership Secretary, and branch Secretary.

Updated: February 13, 2009