

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

**Terms of Reference for the
Junior Achievement Committee**

Reporting to: The Alberta Board of Directors

Role: To form a partnership with Junior Achievement to assist with their officer training in the area of corporate secretarial practices and human resources practices. Through the training process, establish ICOSA as the authority in corporate secretarial practices, providing exposure for ICOSA in the business world and an opportunity to introduce ICOSA to the students who may choose Corporate Secretary as their future career.

Key Responsibilities: To provide corporate secretarial training and knowledge to Junior Achievement participants at Junior Achievement's annual officer training event. This role may involve presenting the Vice President Human Resources Award to the winner if invited by Junior Achievement. A team of three, when invited, will also participate and assist with the interview process to select the winner for the Vice President Human Resources Award.

Critical Factors: Ability to establish the presence of ICOSA in the business world and industry as an authority to address corporate secretarial and/or governance issues. The participation and partnership with Junior Achievement provide the exposure needed to educate the audiences of ICOSA's missions. The information provided at the training must be current and based on Junior Achievement's material and manual. In the process of performing their duties as Vice President Human Resources, the skills learned at the training are put to use.

Membership Qualifications: Committee Chair should be a member of the Branch and be active on the Board of Directors. Committee members should be a member of the Branch in good standing and have a passion for working with young adults and is enthusiastic for sharing the expertise and knowledge.

Liaisons and Contacts: Junior Achievement Personnel.

- Joe Petermann, Coordinator of High School Programs, Junior Achievement of Southern Alberta, jpetermann@jasouthalberta.org. telephone 403.781.2583
- Scott Hillier, President & CEO, shillier@jasouthalberta.org, 403.781.2578
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