

## CUASA External Relations Officer – Position Description

<b>Officer:</b>	External Relations is an Officer of CUASA	[Article VI (1) CUASA Constitution]
<b>Term:</b>	two years effective July 1	[Article VI (2) CUASA Constitution]
<b>Election:</b>	by Council	[Article VII (8) CUASA Constitution]

### Responsibilities:

1. Voting Member of the CUASA Steering Committee [Article V (1) CUASA Constitution]
2. *Ex officio* voting member of CUASA Council [Article VI (4) CUASA Constitution]
3. OCUFA Director
4. Annual General Meeting
5. Committees
6. Miscellaneous

#### 1. **CUASA Steering Committee**

- may move or second motions
- makes reports to Steering
- makes reports to Steering on OCUFA's activities
- represents CUASA in decisions taken by OCUFA

#### 2. ***Ex officio* voting member of CUASA Council**

- may move or second motions
- makes reports to Council
- makes reports to Council on OCUFA's activities

#### 3. **OCUFA Director**

- External Relations Officer is CUASA's OCUFA Director

#### 4. **Annual General Meeting**

- makes reports to the Annual General Meeting on OCUFA's activities

#### 5. **Duties**

- communications with organizations that CUASA is affiliated to
- communications with the general public designed to advance the interests of the Association
- liaison with the CUASA staff in response to OCUFA requests for information as required
- is the delegate or trustee who attends, or delegates attendance responsibilities, for:
  - CAUT Council meetings
  - NUCAUT meetings
  - CAUT Defence Fund
  - CLC Conference.