

Chair, CUASA Internal Affairs Committee – Position Description

Officer:	Chair of Internal Affairs is an Officer of CUASA	[Article VI (1) <i>CUASA</i> Constitution]
Term:	two years effective July 1	[Article VI (2) <i>CUASA</i> Constitution]
Election:	by Council	[Article VII (8) <i>CUASA</i> 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. Committee
4. Miscellaneous

1. **CUASA Steering Committee**

- may move or second motions
- makes reports to Steering

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

- may move or second motions
- makes reports to Council

3. **Committee**

- Chair of Internal Affairs Committee.

Committee responsibilities:

- liaison between Steering Committee and all *CUASA* Committees
- liaison between Steering Committee and *CUASA* representatives on other bodies
- responsible for proposing, developing and overseeing special projects, workshops and initiatives to serve *CUASA*'s members

[By-law 5 (d)]

4. **Miscellaneous**

- liaison with the *CUASA* staff in developing and mounting workshops, etc.