

## Terms of Reference for the Chair of the College of Fellows

Note: (Section) refers to the College of Fellows By-Laws

### **The Chair of the College of Fellows shall:**

1. Serve for a two-year term commencing at the conclusion of the Annual Meeting of the College or the investiture ceremony, whichever comes last. Shall serve as Past Chair for up to two years upon completion of the term as Chair. (Section 401)
2. Schedule the Annual Meeting of the College to be conducted during a CSLA Congress or in the 6-8 weeks ahead of the CSLA Congress, after consultation with and the concurrence of the appropriate person(s) of the Congress Planning Committee. (Sec. 701)
3. Preside at all meetings of the College. (Section 501)
4. Call quarterly meetings of the College Executive Committee. (Section 302)
5. Arrange annually for the College Executive Committee to fix a closing date for the submission of Fellow Nominations, which shall not be later than six months prior to the next Congress. (Section 204)
6. Notify the successful Fellows-Elect by telephone of their election, immediately after having been advised of their election by the Chair of the Jury of Fellows. (Section 207)
7. Arrange the Investiture Ceremony to be conducted during a Congress, after consultation with and concurrence of the appropriate person(s) of the Congress Planning Committee. (Section 501)
8. Assist the CSLA President with the investiture of Fellows, as designated in the "Protocol and Procedures for the CSLA Fellows Investiture Ceremony". (Section 501)
9. Appoint a Nominating Committee of three Fellows at least three months prior to the Annual Meeting in odd-numbered years, whose Chair shall submit to the College Executive Committee two names for the office of Vice-Chair to be filled in the following year. (Section 402)
10. Shall appoint a Nominating Committee of three Fellows at least three months prior to the Annual Meeting in even-numbered years, whose Chair shall submit to the College Executive Committee two names for the office of Secretary to be filled in the following year, provided this office is being vacated. (Section 402)
11. Appoint jurors to the Jury of Fellows, serving three year overlapping terms, from nominations by the College Executive Committee. (Section 601)
12. Appoint one of the six jurors as Chair of the Jury of Fellows. (Section 601)
13. Submit updates to the Board and a written report on the activities of the College to the CSLA President at the end of each year, for inclusion in the CSLA Annual Report. (Section 501)
14. Perform such other duties as are customary to that office, or as directed by the membership at an Annual Meeting. (Section 501)

This version was approved at the 16 May 2023 Annual Meeting and supersedes earlier versions of the document.