

## Terms of Reference for the Chair

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

Shall serve for a two-year term commencing at the conclusion of the CSLA Congress in an even-numbered year until the conclusion of the Congress of the next even-numbered year. (Section 401)

Shall schedule the Annual Meeting of the College to be conducted during a Congress, after consultation with and the concurrence of the appropriate person(s) of the Congress Planning Committee. (Sec. 701)

Shall preside at all meetings of the College. (Section 501)

Shall call a meeting of the College Executive Committee at least once a year at the time of a Congress and may call special meetings of the College Executive Committee as deemed necessary. (Section 302)

Shall 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)

Shall notify the 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)

Shall 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)

Shall assist the CSLA President with the investiture of Fellows, as designated in the “Protocol and Procedures for the CSLA Fellows Investiture Ceremony”. (Section 501)

Shall 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)

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)

Shall appoint jurors to the Jury of Fellows, serving three year overlapping terms, from nominations by the College Executive Committee. (Section 601)

Shall appoint one of the six jurors as Chair of the Jury of Fellows. (Section 601)

Shall submit 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)

Shall perform such other duties as are customary to that office, or as directed by the membership at an Annual Meeting. (Section 501)

Shall serve as Past Chair for up to two years upon completion of the term as Chair.

This amended version was approved at the April 2018 Annual General Meeting in Toronto and supersedes earlier versions of the document.

Approved at the September 22, 2001 Annual Meeting in Montreal