

### 1. Members

Refer to Appendix A: List of Members and Observers.

### 2. Purpose

The GlycoNet Trainee Association (GTA), composed of graduate students, post-doctoral fellows, technicians, and research associates affiliated with GlycoNet, will seek to give trainees input into the training initiatives that are offered by the Network. The GTA Executive Committee will be the mouthpiece of this organization. This committee will survey their peers to gauge the success of the GlycoNet training program and make recommendations based on these findings to the Training Coordinator and Training Committee. The GTA Executive Committee will also participate in the planning of trainee events at the AGM and throughout the year.

### 3. Scope

The primary role of the GTA Executive will be to make recommendations to the Training Committee in regards to training initiatives within the Network. To reach these goals, the Executive Committee will:

- Survey their peers regarding the success of GlycoNet training initiatives and make recommendations for future initiatives to the Training Coordinator and Training Committee.
- Aid in the preparation of the AGM by selecting speaker(s) and coordinating trainee networking events. The Executive Committee will work closely with the Training Coordinator in the planning and execution of these events.
- Assist in Network promotion to local, national, and international communities by contributing GlycoNet success stories to various media and at various events.
- Organize and facilitate regional trainee meetings, workshops, and/or seminars.
- Prepare an annual report for the Training Committee and future GTA Executive Committees discussing the effectiveness of past events and detailing recommendations for future initiatives, and help to recruit individuals to form the next committee.

### 4. Authority

The GTA Executive Committee is constituted pursuant to the decision of the GlycoNet Training Committee.

### 5. Membership

Each year, the Executive Committee will select one of its members to become the Chair for the following year. The remaining members (4-9 individuals) will be chosen by the Training Committee from applicants supervised by GlycoNet Network Investigators, following a call for volunteers. These trainees may be graduate students, postdoctoral fellows, technicians, or research associates. Selection will reflect the diversity of trainees within the Network, both in terms of geography and trainee level/position. The Executive Committee will select a Vice-Chair, Secretary, Communications Officer, and 1-6 Members-at-Large from among its members at the first meeting of the year. The Training Coordinator will have a non-voting observer status on the Executive Committee.

### 6. Duties

Specific duties of each member are as follows:

- Chair – Calls meetings to order, facilitates meeting procedures, delegates responsibilities, manages financial obligations, coordinates committee undertakings, participates in Training Committee meetings, compiles final report.
- Vice-Chair – Assists chair in his or her duties, or performs these duties at times when the chair is unable to do so. This role will primarily act as a member at large when not acting as (or assisting) the chair.
- Secretary – Prepares meeting agendas, sets up teleconference meetings, takes minutes of meetings, distributes minutes through email following meeting, maintains records of committee undertakings. This

role is also responsible for uploading meeting minutes to the Google Drive and keeping attendance records at PD workshops.

- Communications Officer – Works with the Communications Associate to coordinate Network promotion to current and future trainees, and organizes and publishes a trainee newsletter.
- Symposium Committee Representative – Represents the GTA as a voting member of the Symposium Committee; aids in the selection of invited and contributed talks, provides input into the Symposium schedule and events.
- Members-at-Large – Complete delegated responsibilities, facilitate local and regional events, assist in writing of annual report. This member will perform other duties as delegated by the Chair.
- Training Coordinator (observer) – Works with the GTA-EC in an advisory, non-voting capacity. The Training Coordinator will provide information and context to the GTA-EC to support discussions and decision-making, act as a liaison with other committees and the GlycoNet Administrative Centre, and will work with the GTA-EC to carry out approved proposals.

*\*Note:* Members of the committee are encouraged to ask the chair to help delegate responsibilities if they feel overwhelmed.

## 7. Term

Each Committee member will be appointed to a one year term, beginning and ending in September, and no Committee member may serve more than two terms. To ensure continuity from one year to the next, the Chair must have served on the previous year's Committee.

## 8. Meeting Arrangements

Meetings of the GTA Executive Committee will take place at least once every two months. Meetings may take place either face-to-face or by teleconference. Travel and reimbursement for these meetings will be performed according to the GlycoNet Travel and Reimbursement Policy.

## 9. Quorum

Quorum shall be a majority of its members with a minimum of 51% present at the meeting, in person or via teleconference or videoconference.

## 10. Reporting

The Executive Committee will keep minutes of its meetings, and the Chair will report on the Committee's recommendations at Training Committee meetings. New initiatives will be undertaken in consultation with the Training Coordinator and Training Committee. Additionally, a final written report containing evaluations of the past year's activities and recommendations for further initiatives will be prepared for the Training Committee and for future GTA Executive Committees.

## 11. History

The GlycoNet Trainee Association Executive Committee Terms of Reference was:

- Finalized by the GTA Executive Committee on November 12, 2015
- Approved by the Training Committee on December 8, 2015
- Updated by the GTA-EC on September 13, 2016
- Approved by the Training Committee on September 28, 2016
- Updated by the GTA-EC on September 15, 2017
- Approved by the Training Committee on October 4, 2017
- Updated to move the list of members in an Appendix and for minor formatting changes. Approved by the Board of Directors on June 14, 2019
- Updated by the GTA-EC on June 11, 2020
- Approved by the Training Committee on June 22, 2020

## **Appendix A: List of Members and Observers**

**Ms. Emily Rodrigues (Chair)**

PhD Student  
University of Alberta

**Mr. Omozojie Paul Aigbogun**

PhD Student  
University of Saskatchewan

**Ms. Marie Boddington**

MSc Student  
Queen's University

**Ms. Nakita Buenbrazo**

Research Technician  
McMaster University

**Dr. Jolene Garber**

Post-Doctoral Fellow  
University of British-Columbia – Okanagan

**Mr. Reilly Pidgeon**

MSc Student  
McGill University

**Ms. Revathi Reddy**

MSc Student  
University of Alberta

**Dr. Claude Larrivee Aboussafy (Observer)**

Administrative & Research Coordinator  
Canadian Glycomics Network