

**ONTARIO COOPERATIVE EDUCATION ASSOCIATION
L'ASSOCIATION POUR L'ÉDUCATION COOPÉRATIVE DE L'ONTARIO**



PAST-CHAIR:

TERM OF OFFICE: 1-YEAR (*following office of Chair*)

- 1) Assumes the role of advisor to the OCEA Chair
- 2) Organizes the recognition of the OCEA Chair at the Annual Spring Conference or final OCEA Leadership Team meeting
- 3) Organizes the annual recognition presentations for members of the OCEA Leadership Team upon their departure from the OCEA Leadership Team
- 4) Submits a 5 x 7 photo and an up-to-date biography to the OCEA Executive Administrative Assistant upon leaving the OCEA Leadership Team
- 5) Assists with the selection of a conference planner
- 6) Assists with updates to the OCEA website
- 7) Oversees (Lead) of OCEA Student Poster Contest (every 5 years)
- 8) Chairs the OCEA Professional Awards committee, solicits nominations and leads Awards Ceremony at the Annual Spring Conference.