

Ontario College Counsellors Executive Officers 2018-2019

Chair

Shawna Bernard, Conestoga College (519) 748-5220 Ext. 3236 sbernard@conestogac.on.ca

Chair-Elect

Maheen Sayal, Sheridan College (905) 459-7533 Ext. 2891 maheen.sayal@sheridancollege.ca

Secretary

Greg Taylor, Georgian College (705) 728-1968 Ext. 1626 gregory.taylor@georgiancollege.ca

Webmaster / Social Media Consultant

Heather Drummond, Mohawk College 905-575-2102 heather.drummond@mohawkcollege.ca

Registrar

Nancy Verduyn, Fleming College 705-749-5530 ext. 1075 nancy.verduyn@flemingcollege.ca

Treasurer

John Muldoon, Algonquin College 613-727-4723 ext. 6275 muldooj@algonquincollege.com

Between Us/Entre Nous Editors

- Rose Anthony, Humber College (416) 675-6622 Ext. 5678 rose.anthony@humber.ca
- Candice Lawrence, Fanshawe College (519) 452-4430 ext. 4307 CLawrence@fanshawec.ca

HOSA Liaison

Leslie MacGregor, Confederation College (807) 475-6537 Leslie.Macgregor@confederationcollege.ca

Professional Development Liaison

- Lavlet Forde, George Brown College (416) 675-6622 Ext. 4743 lforde@georgebrown.ca
- Maheen Sayal, Sheridan College (905) 459-7533 Ext. 2891 maheen.sayal@sheridancollege.ca

Regional Representatives

Northern Representative

Darryl MacNeil, Confederation College (807) 475-6438 dmacnei2@confederationc.on.ca

Eastern Representative

Audrey Rosa, Algonquin College (613) 727-4723 Ext. 5432 rosaa@algonquincollege.com

Central Representative

Maheen Sayal, Sheridan College (905) 459-7533 Ext. 2891 maheen.sayal@sheridancollege.ca

Southwestern Representative

Candice Lawrence, Fanshawe College (519) 452-4430 ext. 4307 CLawrence@fanshawec.ca

Indigenous Representative

Jamie Warren, Niagara College (905) 735-2211 x 7774 jawarren@niagaracollege.ca

Francophone Representative

Vacant

Interested in Participating?

Ontario College Counsellors - Executive Role Descriptions

Chair

- preside at AGM/JRM and all Executive meetings
- appoint all standing and sub-committees
- oversee activities as set by the goals and objectives established by the executive
- liaise with HOSA, MTCU, and Special Provincial Committees
- prepare a letter for each edition of Between Us/Entre nous
- introduce executive members at all annual functions (i.e., Annual Conference)
- prepare and distribute the agenda for each executive meeting
- liaise with other key stakeholders in order to avoid conflicts in conference date
- ensure that a regional college is organizing the annual conference at least one but preferably two years in advance of the conference
- welcome all new Counsellors at each annual event by providing an orientation session with the Registrar

Past Chair or Chair Elect

- the Chair Elect or Past Chair shall be the chief officer of the OCC-CCCO in the absence of the Chair
- assist the Chair in his/her regular duties
 - should the office of the Chair become vacant, the Chair Elect or Past Chair shall serve his/her full term as well as the unexpired term of the Chair
 - introduce new executive members at the annual meeting

Secretary

- keep record of executive meetings and annual meetings
- conduct correspondence as may be requested by the Chair or Executive

Treasurer

- keep accurate financial records of all OCC-CCCO financial dealings
- responsible for writing cheques to cover operating expenses of the executive
- responsible for proper management of operating capital
- collect membership fees
- prepare a financial statement (profit and loss balance sheet)
- provide executive with up-to-date financial information of the OCC-CCCO

Regional Representatives - North, Southwestern, Eastern, Central, and Francophone

- organize and host periodic regional and professional development meetings when possible and appropriate
- attend all executive meetings and annual Meetings
- distribute information and announcements obtained from executive meetings to the college contacts in their regions
- promote OCC-CCCO AGM/JRM Meetings and conferences to members in their regions

- share information, raise issues and concerns from the members they represent
- inform Registrar when there are new members or retirements in their region

Indigenous Representative

- share information to and raise issues and concerns from the Indigenous members