

POSITION DESCRIPTION

Position: CHAPTER CHAIR

Term of Office: 2 years

Overview:

The Chapter Chair oversees affairs of the chapter in accordance with CSSE National and Chapter By-Laws, directives and guidelines. This person is the chief executive officer of the chapter. This person shall conduct the executive and general meetings. The Chapter Chair shall be one of the signing authorities of the Chapter. The Chapter Chair shall advise the First Vice-Chair when unable to attend functions.

Must be able to regularly attend Executive and Chapter meetings

Position: PAST CHAPTER CHAIR

Term of Office: 2 years

The Past Chair provides support to the current Chapter Chair as needed. Provides Continuity between outgoing and incoming Chapter Chairs as well as provide ongoing support to the current executive. Past Chapter Chair will also facilitate and run annual elections and participate in

Position: SECRETARY

Term of Office: 2 years

Overview:

The Chapter Secretary receives/responds to all chapter correspondence; distributes and files appropriately all chapter correspondence; keeps minutes of executive and general meetings and makes reports at all said meetings.

Attends all Executive and General Meetings unless prior notification to the Chapter Chair.

Position: **TREASURER**

Term of Office: 2 years

Overview:

The Chapter Treasurer oversees or otherwise directly performs all financial transactions of the Chapter in accordance with CSSE National and Chapter Financial By-Laws, directives and guidelines. The Chapter Treasurer shall be one of the signing authorities of the Chapter

Position: **FIRST VICE CHAIR**

Term of Office: 2 years

Overview:

The First Vice-Chair will work with the Directors reporting to the position to facilitate meetings, topic and speaker requirements; all chapter publicity and public relations including media liaison; short and long term strategic planning; maintain chapter bylaws for accuracy and chapter activities for compliance; NAOSH Week activities; fund raising; awards functions and Suppliers activities.

Position: **DIRECTORS**

Term of Office: 2 years

Overview:

Directors fill various roles within the chapter including:

- assisting in scheduling meetings
- arranging guest speakers.
- managing the Website
- planning professional development events
- engaging the membership

Executive Meeting Attendance Policy

It is recognized and appreciated that members of the CSSE Lower Mainland Chapter executive have graciously volunteered their time to enhance our organization. However, neither you as an individual nor we as the chapter will benefit if you do not show up regularly at executive meetings. Even so, it is also recognized that each member of the executive has outside responsibilities to their family, employer and/or educational pursuit, so we acknowledge that you may not be able to attend all meetings.

It is expected that you will endeavour to attend all executive meetings but will as a minimum attend – and contribute to – at least 75% of all meetings. There is normally one meeting in each of the following months – January, February, March, April, May, June, September, October and November. Moreover, there are other instances where the executive will hold a retreat or schedule meetings to plan an event. In total there may be between 8 – 15 meetings per year and each meeting will last from 1 to 8 hrs.

Unable to attend

If you are unable to attend a scheduled meeting and the previous meeting minutes reflect that you are responsible for acting on a particular matter, or providing an update to the other members of the committee, then you are required to contact your Vice Chair and provide them with a verbal or written progress report.

