



CSSE

Canadian Society of Safety Engineering

EDMONTON CHAPTER OPERATIONS MANUAL

**11804 104 Ave
Edmonton, Alberta
T5J 2G9**

www.edmontoncsse.org

E-mail: Chapter-Chair@edmontoncsse.org

Canada's Premier Organization for Health and Safety Professionals

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER BY-LAWS & OPERATING MANUAL

TABLE OF CONTENTS

TABLE OF CONTENTS	2
1 . Luncheon Seminar Costs	- 3 -
2 . Chapter E-mail Correspondence	- 3 -
3 . Recognition of Presenters	- 3 -
4 . Expectations & Guidelines for Presenters	- 4 -
5 . Vendor Activities at Chapter Events	- 5 -
6 . Duty of Care & Chapter Functions.....	- 6 -
7 . Member Feedback and Input.....	- 7 -
8 . CSSE Awards & Recognition.....	- 7 -
9 . CSSE Course Offerings Process.....	- 8 -
10 . New Chapter Executive / Board Member Orientation	- 10 -
11 . New Edmonton Chapter Member Welcome.....	- 10 -
12 North American Occupational Safety and Health Week	- 10 -
13 Auditors at large	- 11 -
APPENDIX I	- 12 -
APPENDIX II	- 13 -
APPENDIX III	- 16 -

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

1 – Luncheon Seminar Costs

The Edmonton Chapter incurs costs associated with hosting events, such as luncheon seminars, professional development conferences/seminars, etc. Typical costs may include:

- Meal service;
- Presenter gift(s);
- Rental expenses, e.g. projection screen;
- Facility rental;
- Presenter expenses;
- Etc.

At luncheon/supper seminars, charge attendees based on whether they are a CSSE member or a non-member as a means of recovering the cost of meals, presenter gifts, etc.

Attendees must register for events on-line using the CSSE Edmonton website. The preferred method of payment for events is on-line payment made at the time of registration. Each event communication explains the cancellation policy. Cancellations made after the cancellation deadline will not be refunded.

2 – Chapter E-mail Correspondence

The Chapter's correspondence to members, other interested parties, employers, etc., is conducted via e-mail and should be proofed to ensure it portrays a positive image in a professional manner using an e-mail banner with the CSSE logo.

3 – Recognition of Presenters

The Edmonton Chapter relies presenters to provide quality and accurate information at Chapter events. Presenters typically support these events on a volunteer basis.

To recognize presenters and as a token of our Chapter's appreciation, the Chapter may choose to cover the cost of a presenter's meal(s) and provided them with a gift.

The cost of recognition gifts ranges from \$50 to \$100 and should be presented immediately following the presentation. An alternative form of recognition is a thank you letter.

Travel Expenses:

Reasonable travel expenses incurred by presenters will be reimbursed by the Chapter. These expenses must be included in the event budget and approved by the Executive as part of the event budgeting process.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

4 – Expectations & Guidelines for Presenters

Presenters are expected to:

- Provide a short outline of their presentation to include in the Chapter's communication to members and attendees;
- Provide a brief biography six weeks in advance of their presentation;
- Provide high-quality handouts to participants; the Edmonton Chapter can assist with this, within reason;
- Share openly their knowledge, experience, skills, and creativity with participants;
- Agree to a high-quality audio-visual presentation.
- Make no substantive changes in content once the topic and general content have been agreed to, without the approval of the Meeting and Events planner;
- Agree to refrain from marketing their own products or services, as part of their presentation.

Presenters are expected to plan their presentation with the following points in mind:

- Use concrete examples;
- Share hints/tools/methods that participants can take back to their workplaces and put to use;
- Do not focus exclusively on theory - use live examples or case studies to demonstrate practical applications;
- Use best practices, including a variety of opinions.
- If they wish to use on-screen projection for their presentation, provide the materials via e-mail one (1) week in advance of their presentation.

Below in *4A, Sample Speaker/Presenter Request Letter*, identifies a method for communicating expectations and guidelines for speakers/presenters.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

5 – Vendor Activities at Chapter Events

Periodically, vendors of safety & health related goods and services wish to share information regarding their products with Chapter members and other interested parties attending Chapter functions. Such sharing can be of mutual benefit.

The Edmonton Chapter Board of Directors supports such sharing of information, subject to the following guidelines:

For vendors who are CSSE members.

- Current members in good standing may share information free of charge; any event attendance costs still apply.
- Must obtain permission from the Executive Committee in advance of the event date.
- Vendors are responsible for any set up and take down and ensuring that they return the venue to the condition in which they found it.

For vendors who are not CSSE members.

- Must obtain permission from the Executive Committee in advance of the event date.
- Vendors are responsible for any set up and take down and ensuring that they return the venue to the condition in which found it.

Vendors wishing to obtain more information regarding this opportunity can contact the Chapter Chair at Chapter-Chair@edmontoncsse.org

Vendor Sponsorship at Chapter Events

Vendor sponsorship is available for the NAOSH Speakers Conference and annual golf tournament only.

Job Postings

Requests for Job Postings on the Chapter website will be referred to National.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

6 – Duty of Care & Chapter Functions

The Edmonton Chapter periodically engage people (subject matter experts) to present to its members and other interested people, on a variety of topics of interest to the Chapter. There is the potential for somebody claiming that they were harmed by the application of the information presented at a Chapter presentation.

The following information is provided for Chapter guidance in this matter and is not to be construed as legal advice. If a Chapter has concerns regarding such potential, they should seek legal counsel.

The Concept of Duty of Care

The legal concept of *Duty of Care* can be defined within the following 3 conditions:

1. The reasonable (or responsible) person must be aware that the audience is listening to him/her.
2. The reasonable person should know that the "audience" will likely take some action based upon the verbal or written statements (utterances) made by the speaker.
3. The "audience" should be able to trust the remarks of the speaker in all conditions as they relate to the information being presented.

The Board and Executive shall review the subject matter experts' content and context, to ensure Duty of Care, prior to accepting the subject matter experts' invitation to present at Chapter meetings and events.

Executive and Director Bonding

Refer to National Executive guidance.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

7 – Member Feedback and Input

The Edmonton Chapter's Executive recognizes the value of feedback from our members and may periodically request such at official Chapter gatherings, e.g. luncheon seminars or through electronic surveys.

8 – CSSE Awards & Recognition

The National CSSE Awards & Recognition Program is designed to acknowledge service and recognize achievement at all levels of the organization thereby providing a means for recognizing CSSE's members commitment to the organization.

The awards program recognizes members and groups of members who have promoted and improved the profession and the ideals for which it stands, including membership milestones.

Details of the various types and levels of the awards and recognition program can be accessed through the Members Area of the National CSSE web site at:

http://www.csse.org/awards_program

On an annual basis, the Chapter will host a reception to issue membership pins. This provides an opportunity for our chapter to recognize and celebrate our membership in the CSSE and in health and safety. When the budget allows for it, recognition for those celebrating 25 years will receive a small award.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

9 – CSSE Course Offerings Process

Opportunities for Delivering CSSE Courses

Generally speaking, there are two methods by which CSSE courses are offered:

1. Those course offerings announced in an annual schedule of courses (usually published by National in September in the prior year) that the CSSE National office organizes and presents, and
2. Those course offerings that the Edmonton Chapter and/or the National CSSE office jointly organize and present.

CSSE Office Organized Courses

These courses are managed by the National CSSE office; there may be limited Chapter involvement, such as helping promote the course offering to regional members and other interested parties.

Chapter & CSSE Office Organized Courses

The Edmonton Chapter initiates and coordinates these courses based on regional/local need or interest. These courses follow a cost sharing formula where the Chapter can offset some of the expenses associated with presenting a course.

Minimum Attendance

The minimum registration threshold is budget based on break even. There is some flexibility in this number, in circumstances where some costs can be minimized and/or eliminated.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

9 – CSSE Course Offerings Process (continued)

What is the process for organizing a local a course?

Determine the level of interest with confirmed participants prior to confirming the course with the National CSSE office; however, it is not necessary to wait before some preliminary planning is done.

- Establish tentative dates between the National CSSE office and the Edmonton Chapter.
- The National CSSE office checks with instructor(s) as to their availability on those tentative dates.
- The National CSSE office confirms course dates with the Chapter.
- Edmonton Chapter actively promotes and pursues registrations.

The understanding is that, should the required number of people not be registered by 10 days prior to the first day of the course, the course is cancelled.

Further details about the CSSE's Chapter Sponsored Training Program.

- The Chapter is responsible for the costs associated with the facility, food & beverage and audio-visual equipment; the Chapter also handles all registration logistics and communicates participant information to the National CSSE Office.
- National CSSE is responsible for the instructor's allowance, travel & lodging costs and all course materials; the National CSSE Office may assist with advertising or promoting the course.
- The cost to the Chapter would be \$5,000 and, under this program, the profits are shared 50/50.
- Contact the National CSSE office for details regarding current CSSE registration fees charged to the course participants.
- The course fee is the regular Member (or non-member) fee, but the Edmonton Chapter may provide a rebate to its members to encourage participation.

Edmonton Chapter sponsored programs are dependent on the availability of course instructors. In addition, a Chapter-sponsored program or course cannot be held in the same city or vicinity three months before or three months after an identical course published in the annual course schedule.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

10 – New Chapter Executive / Board Member Orientation

The following guide has been developed to assist new Chapter executives and standing/special committee directors orientation on Chapter policies and processes.

In accordance with the Edmonton Chapter's election processes, the Chapter Past Chair will communicate the results of the election to the successful candidate. The Chair will advise the new Chapter Executive of the orientation process to be conducted at the first executive and board meetings.

The Past Chapter Chair will send a copy of the most current version of the Edmonton Chapter's By-Laws and Operations Manual to the new Executive Committee member(s) and Board member to be reviewed in advance of the next Chapter executive and board meetings.

A member of the Executive Committee will be assigned to conduct the orientation of the new executive and board members.

11 – New Edmonton Chapter Member Welcome

The National CSSE office notifies the Edmonton Chapter Chair when a new or transferring member joins our Chapter.

Upon receipt of such notification, the Membership Director or delegate will formally contact the new Chapter member and extend a %welcome+to the individual. This helps make the person feel welcome to the CSSE and the Chapter and can provide an initial point of contact and some preliminary information, e.g. when the Chapter meets and what typically goes on at a Chapter meeting.

12 North American Occupational Safety and Health Week

The CSSE is the lead organization for the promotion of North American Occupational Health and Safety week (NAOSH). The goal of NAOSH week is to increase employee, employer and the general public's awareness and understanding of occupational health and safety programs and professionals. The National Society's NAOSH Steering Committee works to encourage the support and participation of governmental and private sector organizations across Canada, and develops publications and publicity materials for use by a broad range of external organizations.

Visit www.csse.org and click on the NAOSH button or visit www.naosh.org for details.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

13 Auditors at large

Auditors at large are volunteers that review the chapter's financial records to ensure that these are being managed by the chapter executive committee.

The volunteers must

- Be current members of the Edmonton chapter, and
- Not be involved in any board committee, and
- Not be a member of the executive committee, and
- Not have performed this task for the chapter in the previous year.

The financial review will be scheduled to be accomplished prior to 31 March of each year

The Vice Chair shall request two volunteers in November of each year to perform the following year's review.

The Treasurer will arrange to meet the volunteers to review the financial records and provide each volunteer with the required data for their review.

The volunteers shall review the records to ensure the following have been adhered to.

- Only legitimate expenses are incurred;
- Each expense is scrutinized for accuracy and matched to the relevant source of income;
- Expenditure is properly approved and authorized for payment;
- Payment is only made to the appropriate people;
- A consistent and transparent audit trail is produced and available for each payment; and
- A full bank reconciliation is completed on an at least a monthly basis for each bank account.

Once their review is completed the volunteers will provide a report to the treasurer and the Chapter Chair describing their findings. These findings will be a discussion point at the following Board Meeting and published along with the board minutes to the Chapter web site.

14 Recognition

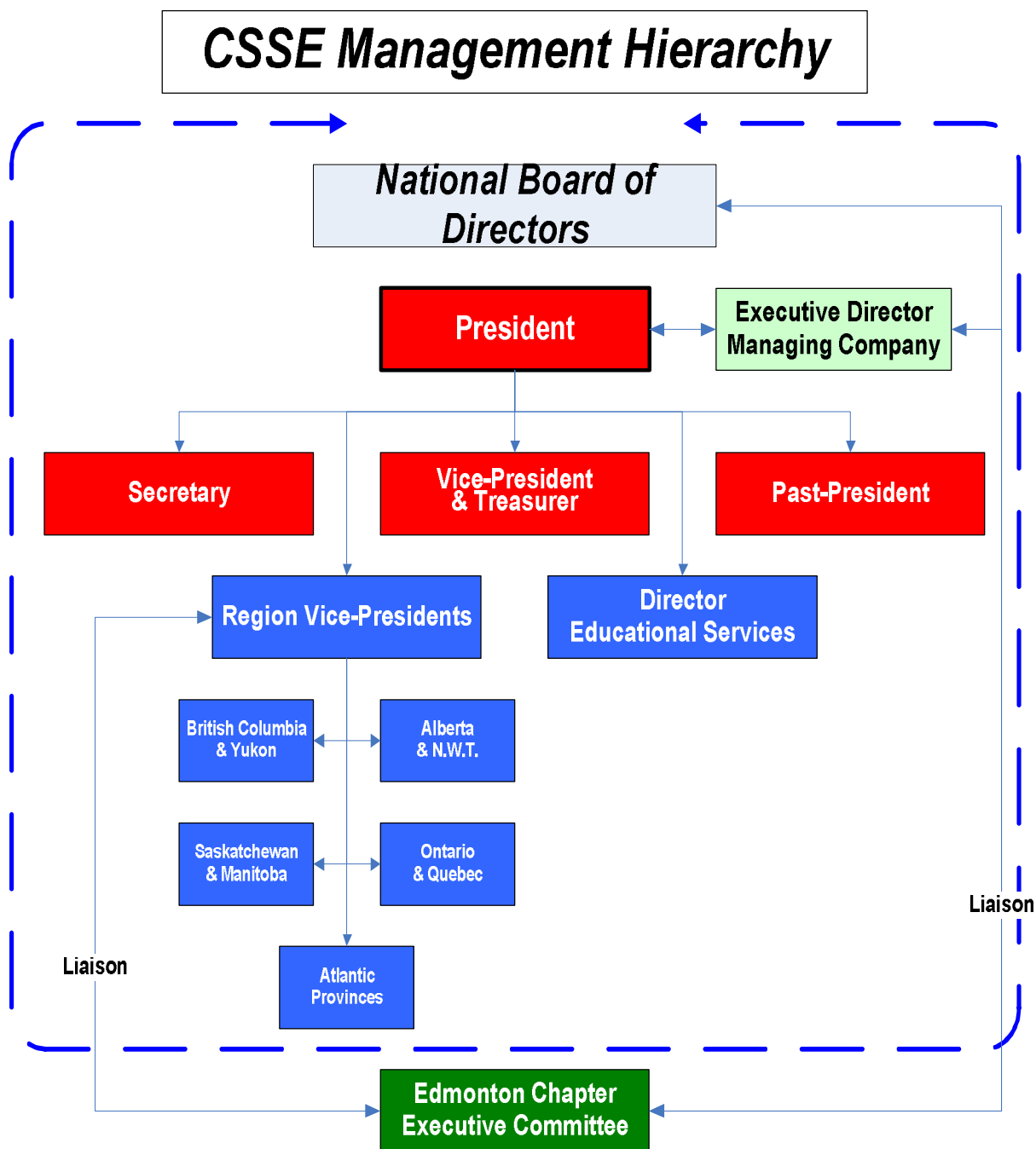
Board directors and committee members will receive Recognition Letters acknowledging their contributions to the Chapter. The Executive Liaison will work with directors of committees to complete and issue recognition letters annually.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

APPENDIX I

The following diagram depicts the management structure of the CSSE organization and how the Edmonton Chapter fits into the Regional and National Society hierarchy.



APPENDIX II

STANDING / SPECIAL COMMITTEE DESCRIPTIONS

It is recommended that the following Standing / Special Committees shall each have a Director appointed to it;

- 1.1. Meetings and Events
- 1.2. Communication and Engagement (membership and social media)
- 1.3. Education
- 1.4. Golf
- 1.5. NAOSH

The manner in which these committees operate is defined in the following pages;

1.1. Meetings and Events

The Director of Meetings and Events shall:

- Report to their Executive Liaison and sit as a member on the Board of Directors;
- Head the Meetings and Events committee for planning and hosting all Chapter events.
- Create a list of potential speakers for meetings and present to the Executive for approval in the fourth quarter of each year.
- Ensure that speakers are booked for each meeting and that their bio and topic are available to be posted on the website.
- Create a list of ideas including tours and social events for the Chapter.
- Provide details of events to the Communications and Website Director for posting on the website.
- Ensure that registrations are sent out and received and that receipts and outstanding invoices are issued. It is important to coordinate with the Treasurer to invoice appropriately.
- Prepare a budget for all events and present it to the Executive for approval at least 30 days in advance. Prepare and submit documentation to the Treasurer at the completion of the event.
- Meetings and Events Committee Members duties may include;
 - Help find current topics and speakers for meetings,
 - Help find and organize events and tours for the Chapter,
 - Help coordinate and host meetings and events,
 - Act as a greeter at all meetings and events.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

1.2 Communications and Engagement (Membership and Social Media)

The Director of Communications and Engagement shall:

- Report to their Executive Liaison and sit as a member of the Board of Directors;
- Send out approved surveys to the membership soliciting their feedback.
- Align the communication from all parts of CSSE to ensure consistent, positive messaging;
- Provide guidance on what needs to be communicated and when that communication happens;
- Increase visibility and awareness of the Society and its goals and objectives with a focus on the profession;
- Enhance the level of member knowledge and understanding of the environment in which we operate as safety, health and environmental practitioners;
- Provide recognition for organizations and individuals who support the Society and its members;
- Communicate Society goals and objectives within our applicable legislative and educational communities;
- Strengthen the relationship with members and potential members in order to retain existing members and attract new ones;
- Provide CSSE membership welcome letter or other CSSE information to new or potential members.
- Update and maintain the Edmonton Chapter social media platforms.
- Lead the Communications committee.
- Ensure that information requests are directed to the appropriate Executive member.
- Prepare a budget and present it to the Executive for approval.

Committee Members duties may include;

- Act as a welcoming committee for new members,
- Assist with developing membership surveys,
- Assisting the Director when or where needed.
- Helping to build, update and maintain the website,
- Convert files so they can be posted to the website.

1.3 Education

The Director of Education shall:

- Report to their Executive Liaison and sit as a member of the Board of Directors.
- Plan and coordinate an annual plan for educational sessions for the Edmonton Chapter.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

- Develop a list of potential educational courses and present it to the Executive.
- Ensure that registrations are sent out and received and that receipts or invoices are issued in conjunction with Meetings and Events Director.
- Ensure all educational handouts or information is compiled and available to be posted on the website.
- Prepare a budget 30 days in advance for all events and present it to the Executive for approval.
- Prepare and submit documentation to the Treasurer at the completion of the event.
- CRSP/CSP Study Group Committee Members duties may include;
 - Helping coordinate group schedule, location, communication, etc.
 - Review and improve format of the study group,
 - Assist with finding members to facilitate study sessions,
 - Help facilitate study sessions,
 - Organize and maintain study material and resources.

1.4 Golf

The Director of Golf shall:

- Report to their Executive Liaison and sit as a member of the Board of Directors.
- Coordinate and lead the golf tournament committee.
- Ensure that registrations are sent out and received and that receipts or outstanding invoices are issued.
- Ensure there is a budget created for the golf tournament and presented to the Executive.
- Submit all documentation to the Treasurer at the completion of the event.
- Secure sponsors for the event to help offset costs and coordinate prizes.
- Ensure all golf information, promotion, registration, etc. is compiled and available to be posted on social media.
- Prepare and submit documentation to the Treasurer at the completion of the event.

Golf Committee Members duties may include;

- Select the golf course for the tournament to be held at,
- Review and improve the format of the tournament,
- Tournament organization,
- Prize selection,
- Sponsorship,
- Assisting on the day of the tournament,
- Greeting and directing the tournament participants.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

1.5 NAOSH

The Director of NAOSH shall:

- Report to their Executive Liaison and sit as a member of the Board of Directors.
- Ensures that registrations for NAOSH events are sent out and that receipts or outstanding invoices are issued.
- Put together a budget for NAOSH and present it to the Executive 120 days in advance.
- Submit all documentation to the Treasurer at the completion of the event.
- Ensure all NAOSH information, promotion, registration, etc. is compiled and available to be posted on the website.
- Prepare and submit documentation to the Treasurer at the completion of the event.
- NAOSH Committee Members duties may include;
 - Sitting on any of the sub-committees of which may include; NAOSH Seminar; Student Safety Initiatives; Public Awareness Initiatives.
 - Planning the seminar event includes: arranging topics and speakers; planning and coordinating the trade show; solicitation for sponsorship; brochure and marketing; website information and promotion; assisting during the day of seminar.
 - Planning the Student Safety Initiative includes: working with high schools in the region; coordinate school presentations; partner with Skills Canada.
 - Planning the Public Awareness Initiative includes: working with safety associations, government, organizations and private companies to promote and recognize safety within companies, homes and communities.

APPENDIX III

Budgeting

Every expense incurred by the chapter should be planned within a budget submitted to the executive for approval prior to the expense being incurred. This budgeting/approval process authorizes the treasurer to pay the expenses.

The budget shall be submitted on the chapter's budget spreadsheet available from the treasurer. A separate budget is required for each event organized or expense planned by board committees.

Canadian Society of Safety Engineering (CSSE)

EDMONTON CHAPTER OPERATIONS MANUAL

Each budget shall list:

- Anticipated income
 - Attendance fees
 - Sponsorship
 - Sales of items
- Anticipated expenses
 - Facility rental
 - Food and beverage costs
 - Audio visual equipment rental
 - Speaker costs
 - Speaker gifts
 - Advertising/marketing
 - Transportation (taxi chits)

After each event or execution of a planned expense, the board or executive member responsible for the expense shall reconcile the budget. Actual versus anticipated expenses shall be tabulated and presented to the executive committee to discuss at the following meeting. This information is to be considered when asked to approve subsequent budgets.

Chapter Budget

The chapter incurs expenses required to support the activities of the chapter in addition to the activities of each board. All expenses incurred must be supported with a receipt detailing the expense.

The chapter chair prepares an annual budget for consideration by the executive every June. The budget shall list

- Anticipated income
 - Membership dues from national
 - Each planned event for the following 12 months.
- Anticipated expenses
 - Board committee expenses
 - Event expenses
 - IT support
 - Postage
 - Travel expenses
 - Inter chapter cooperation
 - Regional initiatives

The chapter budget shall be reconciled and reviewed as part of the approval for following year budgets.