



Chapter Committees Suggested Duties

Membership Committee

- Maintains database of membership records (including meeting attendance).
- Reports membership records and status to the Secretary.
- Acts as a Welcoming Committee for new members.
- Provides “name tags” for members attending Chapter functions.
- Provides CSSE membership information or other CSSE information to new or potential members.

Finance Committee

- Assists with receiving payments at membership meetings and Chapter events.
- Liaises with committees and/or Executive Officers in preparing budgets for Chapter events.
- Reports to the Treasurer on any financial matters requiring executive approval.
- Develop strategy and actively search for sponsors to Chapter events.

Programs Committee

- Plans regular Chapter meetings up to 6 months in advance, arranges for speakers/presenters and submits proposals to the Executive Committee for approval.
- Maintains information of all programs and events offered by the Chapter.
- Prepares advertising and promotional materials for Chapter events.

Safety & Health Week Committee

- Attends local and/or regional Steering Committee meetings.
- Submits program proposals to Executive Committee for approval.
- Prepares advertising and promotional materials for Safety & Health Week.
- Promotes Safety & Health Week activity in Chapter.
- Assists with Safety & Health Week Awards Programs (if in place).

Nominations Committee

- Assists with succession planning for Chapter Executive and committee positions.
- Solicits interest from Chapter members to stand for elections.
- Prepare election publications and notices.
- Oversees elections process (as required).

Awards & Recognition Committee

- Remains cognizant of various types and levels of awards and means of recognition.
- Provides the Chapter Executive with recommendations as to possible recipients of awards and recognition.