**POSITION:** Chapter Chair

**TERM:** 2 years

**PRIMARY RESPONSIBILITY**

To be the chief executive officer and exercise general supervision over the activities of the Chapter in a manner that is timely and consistent with the goals and policies as set out in the minutes of meetings or in the by-laws of the organization.

**MAJOR DUTIES**

The Chapter Chair will:

1) Be the presiding officer at Chapter or special general meetings of the members and of the Executive Committee.

2) Direct the efforts of the other Executive Officers.

3) Be an ex-officio member of all standing and special committees.

4) Appoint a Chairperson for each of the standing and special committees and such other members as may be required.

5) Ensure that an annual report and plan of the Chapter’s activities is forwarded to the National office.

6) Act as the spokesperson for the Chapter.

7) Support the Society’s goals and objectives by ensuring initiatives are carried out and communicated to the members.

8) Ensure Chapter meetings and activities are planned annually and call special meetings when necessary.

9) Uphold the by-laws of the Society.

**REPORTS TO**

Regional Vice President

Chapter membership

**DIRECT REPORTS**

Chapter Executive Committee members

Chairs of all Standing and Special Committees

**POSITION:** Secretary

**TERM:** 2 years

**PRIMARY RESPONSIBILITY**

To assist in the management and direction of the Chapter in a timely manner that is consistent with the goals and policies of the Society, with particular attention to the recording of meetings and activities of the Chapter.

**MAJOR DUTIES**

The Secretary will:

1) Be a member of the Executive Committee.

2) Maintain the business records for the Chapter, including minutes of all meetings held.

3) Complete and file the Chapter’s Annual Report and Plan with the CSSE Office.

4) Responsible for the maintenance and interpretation of the Constitution and by-laws of the Society.

5) Responsible for meeting notices, meeting minutes and event communication to the membership.

6) Maintains database of membership records (including meeting attendance).

7) Administer the Chapter awards program and chair the selection committee.

8) Ensure members are informed of the Chapter’s business.

**REPORTS TO:** Chapter Chair

**DIRECT REPORTS**

Chair, Membership committee (if in place).

Chair, Programs committee (if in place).

**POSITION:** Treasurer

**TERM:** 2 years

**PRIMARY RESPONSIBILITY**

To assist in the management and direction of the Chapter in a manner that is timely and consistent with the goals and policies of the Society, with emphasis on the financial operation of the Chapter.

**MAJOR DUTIES**

The Treasurer will:

1) Be a member of the Executive Committee.

2) Oversee the financial responsibilities of the Chapter; present an annual budget for the approval of the Executive Committee at the last meeting of each year.

3) Provide the Executive Committee with regular financial reports.

4) Ensure an annual review is conducted of the Chapter’s financial records by at least two members who report back to the membership.

5) Provide Chapter members with periodic financial reports.

6) Issue annual revenue, expense and account balance numbers to the Secretary for the annual report to CSSE Office.

**REPORTS TO:** Chapter Chair

**DIRECT REPORTS**

Finance committee members (if in place)

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**POSITION:** Immediate Past Chapter Chair

**TERM:** 2 years

**PRIMARY RESPONSIBILITY**

To assist with the continuity of Chapter operations by offering advice to the Chapter Chair and coordinating succession planning.

**MAJOR DUTIES**

The Immediate Past Chapter Chair will:

1) Be a member of the Executive Committee.

2) Chair the Nominations Committee, which may be comprised of more than one member.

3) Fill any mid-term vacancies that may arise.

4) Perform such other duties as may be assigned by the Executive Committee.

5) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.

6) Maintain the Chapter Website

**REPORTS TO:** Chapter Chair.

**DIRECT REPORTS**

None