**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. The success of this position is contingent on being prepared, committed and strategically engaged while carrying out the duties as assigned.

**MAJOR DUTIES:** The Chapter Chair will:

1. Be the presiding officer at Chapter or special general meetings of the members and of the Executive Board.
2. Direct the efforts of the other Executive Officers.
3. Appoint a Chairperson for each of the standing and special committees and such other members as may be required.
4. Ensure that an annual report of the Chapter’s activities is forwarded to the National office.
5. Act as the spokesperson for the Chapter.
6. Support the Society’s goals and objectives by ensuring initiatives are carried out and communicated to the members.
7. Ensure Chapter meetings and activities are planned annually and call extraordinary meetings when necessary.
8. Work with the Director of Communication, to draft and send meeting notices and event communication to the membership as required
9. Uphold the Bylaws of the Society.
10. Prepare an agenda and presentation for all meetings.
11. Provide CSSE updates to the membership.
12. Be responsible for assisting with orientation of new executive members –See Appendix C Orientations and Checklist
13. Actively recruit members and seek out sponsors.
14. Report to the Regional Vice President on a regular basis and participate in meetings as required.
15. Have signing authority with the financial institution where the Chapter funds are held.

**REPORTS TO:** Chapter membership

**DIRECT REPORTS:**

Chapter Executive Board 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. The success of this position is contingent on being prepared, committed and strategically engaged while carrying out the duties as assigned. Regular attendance at monthly meetings and executive meetings is expected.

**MAJOR DUTIES:** The Secretary will:

1. Be a member of the Executive Board.
2. Maintain the business records for the Chapter, including minutes of all meetings held.
3. Assist in the completion of and the Chapter’s annual report with the National office.
4. Be responsible for the maintenance and interpretation of the Constitution and By Laws of the Society.
5. Be responsible for meeting evaluation including analysis of feedback received.
6. Actively recruit members.
7. Actively find venues as required.
8. Actively seek out sponsors.
9. Be responsible for the distribution, collection and analysis of member interest surveys.

**REPORTS TO:** Chapter Chair

**POSITION:** Director of Safety and Health Week and Chapter Awards

**TERM:** 2 years

**PRIMARY RESPONSIBILITY:**

To assist with event planning at the local level for all Safety and Health Week activities.

To be responsible for activities related to recognizing CSSE members and community leaders for their outstanding contributions to health and safety.

The success of this position is contingent on being prepared, committed and strategically engaged while carrying out the duties as assigned. Regular attendance at monthly meetings and executive meetings is expected.

**MAJOR DUTIES:** The Director of Safety and Health Week and Chapter Awards will:

1. SAFETY AND HEALTH WEEK
* Act as a spokesperson for the Chapter on Safety and Health Week activities.
* Support and promote City wide/Eastern Ontario Safety and Health Week activities.
* Develop Safety and Health Week Chapter activities including such things as a proclamation for Health and Safety Professional Day.
1. AWARDS and RECOGNITION
* Organize all activities that support recognizing members and community leaders for their contribution to health and safety in Eastern Ontario.
* Remain cognizant of various types and levels of national awards and means of recognition.

3) Assist with the annual report as required.

1. Actively recruit members.
2. Actively find venues as required.
3. Actively seek out sponsors

**REPORTS TO:** Chapter Chair

**DIRECT REPORTS:**

Committee members (if in place)

**POSITION:** Director Education and Professional Development

**TERM:** 2 years

**PRIMARY RESPONSIBILITY:**

To assist with activities that supports the ongoing professional development of the membership and Executive Board. The success of this position is contingent on being prepared, committed and strategically engaged while carrying out the duties as assigned. Regular attendance at monthly meetings and executive meetings is expected.

**MAJOR DUTIES:** The Director Education and Professional Development will:

1) Support and promote professional development and educational activities within the Chapter's region where possible.

2) Research and make recommendations to the Board that support ongoing learning.

3) Arrange for educators/workshops/courses to advance the learning including an Annual Chapter Professional Development Day where applicable

4) Support the Society’s goals and objectives by ensuring initiatives are carried out including all logistics.

5) Assist with the annual report.

6) Actively recruit members.

7) Actively find venues as required.

8) Actively seek out sponsors.

**REPORTS TO:** Chapter Chair

**DIRECT REPORTS:**

Committee members (if in place)