



**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)



**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