**POSITION:** Chapter Chair *(Open for Nomination)*

**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 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 extraordinary meetings when necessary.

9) Uphold the Bylaws of the Society.

**REPORTS TO:** Chapter membership

**DIRECT REPORTS:**

Chapter Executive Committee members

Chairs of all Standing and Special Committees

**POSITION:** Chapter Vice Chair *(Open for Nomination)*

**TERM:** 2 years

**PRIMARY RESPONSIBILITY:**

To be the second in command 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 Vice Chair will:

1) Be the presiding officer at Chapter or special general meetings of the members and of the Executive Committee when the Chapter Chair cannot attend.

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

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

4)     Ensure Chapter meetings and activities are planned annually and call extraordinary meetings when necessary.

5)     Uphold the Bylaws of the Society.

**REPORTS TO:** Chapter Chair

**DIRECT REPORTS:**

Director**,** Chapter NAOSH Committee & members

Director, Chapter Education & Events Committee & members

**POSITION:** Secretary *(Open for Nomination)*

**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 with the National office.

4) Responsible for the maintenance and interpretation of the Constitution and By Laws of the Society.

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

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

7) 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 *(Open for Nomination)*

**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 number to the Secretary for the annual report to National office.

**REPORTS TO:** Chapter Chair

**DIRECT REPORTS:**

Finance committee members (if in place)

**POSITION:** Immediate Past Chapter Chair *(Michael Rau acclaimed if new Chapter Chair elected)*

**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.

**REPORTS TO:** Chapter Chair.

**DIRECT REPORTS:**

None



2020 EXECUTIVE NOMINATION FORM

Please complete this form to be considered for a position on the Executive for the Hamilton Chapter of the CSSE. All information on this form must be completed prior to submitting to the Chapter Chair.

Nominee information

|  |  |
| --- | --- |
| **Nominee** *(please print):* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Length of time as a CSSE Member:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Contact E-mail:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Contact Telephone #:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Please include on a separate sheet a **short biography (250 words or less)** and a recent picture that will be used for the nomination and election process.
2. **Time Commitment:**

Chapter executive members are required to attend the CSSE Chapter meeting each month. In addition to chapter meetings, each member of the chapter executive will be asked to attend strategic planning sessions which are held periodically throughout the year via teleconference.

1. **Skills and Expertise:** The following skills inventory represents the skills and expertise currently desired for the CSSE Hamilton Chapter executive positions. Please take the time to indicate which of the skills/expertise apply to you. When you complete this section, please provide details such as education, work or volunteer assignments in which you have utilized that particular skill. Also, include the number of years’ experience for that specific skill set.
2. Please scan and forward the completed forms along with a current resume and biography with photo via email to Michael Rau at Michael.rau@collins.com by no later than December 18th at 12:00 PM EST. All nominations will be reviewed by the current executive team and positions acclaimed (if only one nomination received) or an election held if more than one nomination is received for any position.

|  |
| --- |
| **Core Skills and Interests: Check all that apply** |
| [ ]  | Creative / Critical Thinking Skills**Details:** | \_\_\_\_ | [ ]  | Experience Working with Committees (e.g. non-profits)**Details:** | \_\_\_\_ |
| [ ]  | Strategic Planning Skills**Details:** | \_\_\_\_ | [ ]  | Written and Oral Communication Skills**Details:** | \_\_\_\_ |
| [ ]  | Team Leadership**Details:** | \_\_\_\_ | [ ]  | Previous Volunteer Experience**Details:** | \_\_\_\_ |
| [ ]  | Experiencing Handling Finances**Details:** | \_\_\_\_ | [ ]  | Other**Details:**  | \_\_\_\_ |

**Signature of Nominee:**

*“By signing, the nominee agrees to seek election subject to the nomination skills and experience review, that any information included in this application may be published for nomination and election purposes, and if elected serve in accordance with the CSSE By laws and the time commitment outlined above.”*