

*Canadian Society of Safety Engineering*



# Chapter Business Management Guide

**New Brunswick Chapter**

Rev 20.11

2020

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## **GENERAL INFORMATION**

### **History**

In 1949, a group of individuals engaged in accident and injury prevention organized the first professional society for safety practitioners in Canada. The Society grew from a provincially-based to a national organization and in 1972 obtained a Federal Charter as a not-for-profit corporation.

Chapters were formed in most regions of the country and today there are 31 chartered Chapters in Canada.

The Society is Canada's largest and most established professional organization of health and safety practitioners, with over 4000 members across Canada, the United States and in several nations abroad.

### **Our Vision**

Our vision is "*An Advocate for Safety in Every Workplace*".

### **Our Mission**

It is the mission of the CSSE to be the premier organization for health, safety and loss prevention specialists. The New Brunswick Chapter supports this mission and will endeavour to promote the ethics, values and professionalism of the CSSE at all times.

### **Governance**

The Society is governed by a volunteer Board of Directors, drawn from and elected by the membership. The Board is comprised of four Executive Officers (President, Vice President & Treasurer, Immediate Past President and Secretary), Executive Director, five Regional Vice Presidents and appointed committee Chairs.

The Board is responsible for the overall direction and operation of the Society on a national level, and establishes and implements policies and procedures to advance the objectives of the Society. It also ensures the efficient and effective use of the Society's resources.

Roles & Responsibilities of elected and appointed Board members are described in a separate document contained in the CSSE Policy Manual.

The CSSE Bylaws are periodically reviewed by the Board and recommended revisions are presented to the membership for approval at the Annual General Meeting. Coupled with the CSSE Policy Manual, these documents provide the framework, policies and governance practices for the Society's operations.

### **Chapters**

The Society supports the operation of 31 Chapters across the country. Chapters provide a forum for information exchange and networking among members and many Chapters

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organize professional development events on a periodic basis. The names and locations of Chapters can be located through the CSSE web site at:

<http://www.csse.org>

### ***Guidelines for Chapter Formation***

1. A Chapter may be formed where there are twelve (12) or more members (in good standing) who indicate in writing to the Board of Directors their desire to form a Chapter of the Society.
2. The members should outline the geographical area they propose to encompass and the number of members currently in the area.
3. The members should indicate plans for meetings to be held and the nature of the program contemplated.
4. The Board of Directors reviews Chapter formation requests and approves the formation of a new Chapter. The Chapter remains in existence as long as it complies with the Constitution and By-laws of the Society.
5. The Board of Directors defines the geographical area of the new Chapter, considering that a member outside of the Chapter's boundaries may elect to join the Chapter.
6. The newly established Chapter will cover a geographic area consistent with the distance that members might be expected to travel to attend a Chapter meeting in that particular part of the country.
7. A list of interim elected Chapter officers must be submitted to the CSSE office.
8. Initial funds in the amount of two hundred and fifty dollars (\$250) start up funds for Chapter administration will be forwarded to the Chapter by the Society office upon approval of the Chapter application by the Board.
9. The primary activity of the new Chapter in its first six (6) months shall be to encourage membership growth.
10. A Chapter charter application must be submitted with official forms, available from the Society's National Office, along with all background information required for the application.

### **Minerva Canada**

The Society also encourages the integration of health and safety concepts into the professional education of managers and engineers at the college and university levels through Project Minerva Canada. The goal of Minerva Canada is to help shape a new generation of business leaders sensitive to the social and economic benefits of greater attention to workplace health and safety.

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Being a founding member, the CSSE fills one position on the Minerva Board of Directors. Currently the Immediate Past President fills that role. More information about Minerva objectives and initiatives is available in a brochure that can be obtained via the CSSE Office and via the Minerva Canada web site at <http://www.safetymanagementeducation.com>.

### **North American Occupational Safety & Health Week**

The CSSE is the lead organization for the promotion of North American Occupational Health & Safety (NAOSH) Week. The goal of Week is to increase employee, employer and the general public's awareness and understanding of occupational health and safety programs and professionals. The Society's NAOSH Week Steering Committee works to encourage the support and participation of governmental and private sector organizations across Canada, and develops publications and publicity materials for use by a broad range of external organizations.

Visit [www.csse.org](http://www.csse.org) and click on the NAOSH Week button or visit [www.naosh.ca](http://www.naosh.ca) for details

### **CSSE Office**

The CSSE Office is responsible for carrying out Board policy and daily administration of the Society, under contract approved by the Board of Directors.

President: Trevor Johnson [president@csse.org](mailto:president@csse.org)

CEO: Elizabeth Shelton [eshelton@csse.org](mailto:eshelton@csse.org)

CSSE Office contact information is as follows:

Address: Canadian Society of Safety Engineering  
PO Box 51031  
RPO Eglinton Square  
Toronto, ON M1L 4T2

Telephone: (437) 374-4340

Toll free: (844)-945-0403

Facsimile: (000) 000-0000

**Web site:** [www.csse.org](http://www.csse.org)

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## New Brunswick Chapter Information

1. The New Brunswick Chapter was formed in the 1970s.
2. The Chapter represents members in the entire province of New Brunswick.
3. The Chapter Executive Committee sets out the meeting schedule at a planning meeting held between the Annual General Meeting and the start of the new year.
5. The Chapter Management Guide will be updated by the Executive Committee at least annually, following the AGM, and will be distributed to members at or before the beginning of the new year. Further updates may be made by the Executive as required throughout the year, with the revised Guide posted to the New Brunswick Chapter area of the CSSE website.
6. Positions on the Executive Committee are filled at the Annual General Meeting, and shall be filled from the membership by election, based on nominations brought forward by the Past Chair, together with those that may arise directly from the membership in attendance.
  - a. At the end of his or her term, any member of the Executive Committee may notify the Nominations Committee of his or her continued interest in occupying the position. The Nominations Committee may include this name on the list of election candidates.
  - b. In the event that a position on the Executive Committee is vacated in mid-year, the Chapter Executive can choose to fill the opening until the following Annual General Meeting. Appointment by the Executive is accomplished by a majority vote by the members of the Executive Committee utilizing one (or more) candidate(s) selected from within the Executive or from within the general NB Chapter membership. See position descriptions for further details. At the following AGM, the position is opened to election. Appointed members are not eligible to fill the position of Chapter Chair or First Vice Chair.
7. All Chapter correspondence is to be reviewed by the Chapter Chair prior to being issued.
8. Complaints of infringement by any Chapter member, of the principles outlined in this document, will be reviewed by the Executive Committee on a case-by-case basis, upon written submission of the complaint to the Executive Committee.
  - a. A complaint against a member of the Executive Committee will exclude this member from the review panel.

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## **Code of Ethics**

The ethical relationships of members of the Society are defined in order to ensure that their conduct will provide sound judgment in pursuit of their professional duties, will follow the highest standards of integrity, and will uphold the honour and dignity of the safety profession.

### **With the Public**

Members shall limit their involvement in such endeavours to those areas where they have specific knowledge and competence. They shall avoid any form of appearance of a possible conflict of interest.

### **With Employers or Clients**

Members will not abuse their professional affiliations to secure personal advantage and shall avoid conflicts of interest.

### **In Seeking Employment**

Members shall not compete unfairly with other members or utilize improper or questionable methods.

### **Promotional Practices**

Members shall not allow nor participate in exaggerated or misleading statements of their qualifications. They shall not represent their work and/or capabilities in a manner which will discredit or reflect unfavourably upon the profession. Professional papers or articles written for publication shall be factual, dignified and free from self-laudatory implications. Such articles shall convey the author's degree of participation in the work or program described and shall give appropriate credit to others who share in the activity.

### **With Other Members**

Members shall not take credit for the safety work of others including designs, programs, suggestions, accomplishments, or proprietary interest, and shall not attempt to injure directly or indirectly the professional reputation, prospect or practice of other members. Each member shall cooperate in extending the effectiveness of the profession by the exchange of information and experience and by encouraging fellow members to pursue their continuing education efforts.

Members shall not use the contact information of fellow members (available in the Member directory of the CSSE website) without their consent, other than to contact them singly and directly.



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## **Communication Policy**

### **Purpose**

The NB Chapter, CSSE has developed this communication policy to ensure that members communicating internally and/or externally on behalf of the activities associated with the NB Chapter, CSSE do so in accordance with the Codes of Ethics found in the Chapter Operations Guide and on the CSSE website.

### **Responsibility**

The Executive Committee is responsible for the development and revision of the communication policy and will communicate this policy to all NB Chapter, CSSE members.

This Policy applies to all communications that are, or may be deemed or perceived to be, on behalf of the NB Chapter, CSSE, whether written or oral, electronic or hard copy (“Chapter Communications”).

### **Principles**

- All communications must be honest, truthful and not misleading.
- All communications will uphold the honour and dignity of the NB Chapter, CSSE.

### **Guidelines**

- All Chapter communications that incorporate CSSE branding must comply with the appropriate branding guidelines. All external communications will be approved by the Chair, 1<sup>st</sup> Vice Chair or the relevant committee chairperson.
- The CSSE Logo and/or Chapter name is to be present on all communications.
- A ‘Chapter Disclaimer’ will comprise the first paragraph on the communication.
- Communications with governments, non-governmental organizations, and other public bodies must be approved by the Executive Committee and be signed by the Chair.

### **Definitions**

- Communications include communications with NB Chapter members, CSSE National, other CSSE Chapters, members of the general public, government organizations and other associations.

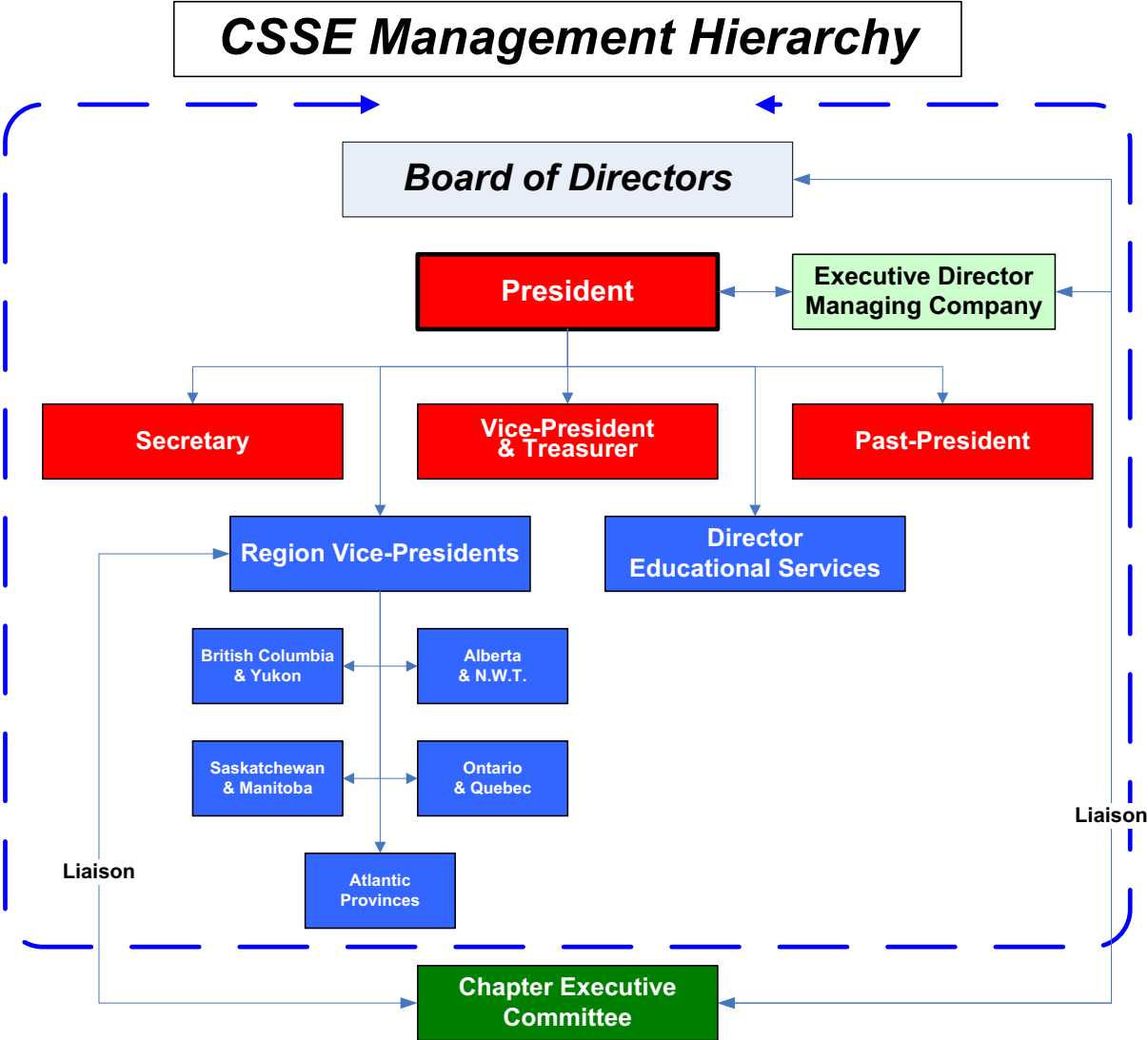
### **Records**

All documentation associated with external communications is filed as appropriate by the Chapter Secretary.

## Board of Directors Contact Information

DIRECTORS	Employer	Contact
Grant Aune <b>Chapter Chair</b>	Advantage Fleet Services	Email: gaune@advantagefleet.com
Deborah Blackmore <b>1<sup>st</sup> Vice Chair</b>	University of New Brunswick	Tel: 506-453-4802 Email: deborah.blackmore@unb.ca
Christian Fournier <b>2<sup>nd</sup> Vice Chair</b>	Stericycle	Cell: 506-866-7751 Email:christian.fournier@stericy cle.com
Dan Ouellette <b>Past Chair</b>	Clow Canada	Tel: 506-633-9144 Cell: 506-650-4033 Email: dan.ouellette@clowcanada.com
Shawn Reily <b>Secretary</b>	RST Industries / Sunbury Transport Limited	Tel: 506-634-2329 Cell: 506-343-6457 Email: reilly.shawn@rsttransport.com
Ed MacFarlane <b>Treasurer</b>	Government of New Brunswick	Tel: (506) 238-3193 Email: edward.macfarlane@gnb.ca
Shelley Poirier <b>Director Professional Development</b>	New Brunswick Construction Safety Association	Tel: (506) 447-2396 Email: spoirier@nbcsa.ca
Jamie Pellegrini <b>Director Fundraising</b>	Moosehead Breweries	Tel: 506-635-7000 ext 4225 Email: Jamie.Pellegrini@moosehead.c a
Shelley O'Dell <b>Director Membership</b>	WorkSafeNB	Tel: (506) 738-4129 Cell: (506) 650-3264 Email: shelley.o'dell@ws- ts.nb.ca
Steve Garnett <b>Director</b>	NB Power	Tel: 506-659-7189 Cell: 506-653-7875 Email: sgarnett@nbpower.com
Mehboob Reza <b>Director</b>	University of New Brunswick	Email: mehboobreza1@yahoo.com
Cody Arnold <b>Director</b>	Bird Construction	Tel: 506-849-2473 Cell: 506-639-1571 Email: cody.arnold@bird.ca

**CSSE MANAGEMENT HIERARCHY**



The various duties of the Society’s officers are identified in the CSSE By-Law and can be viewed upon request.

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## CHAPTER BUSINESS STRUCTURE

A Chapter is managed by an Executive Committee; a structure and suggested roles & responsibilities of the Committee are shown as *Appendix A-1, CSSE NB Chapter Board of Directors*. A Chapter Executive Committee shall meet periodically to ensure that Chapter business is managed in an efficient and effective manner, consistent with the CSSE By-law, Chapter Business Management Guide and Chapter's business management practices that a Chapter may implement from time to time.

The Executive Committee may be supported by sub-committees; the establishment of sub-committees is at the direction of the Executive Committee based on the Chapter's business needs and the number of Chapter members and other individuals interested in participating in the management of a Chapter.

At the discretion of the Executive Committee, sub-committee members and/or others may be invited to attend/participate at an Executive Committee meeting for the purpose of providing an update to the Committee or other information of interest to the Committee.

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## **REGIONAL VICE-PRESIDENT POSITION**

Under the CSSE By-law, regions are represented on the national board by a regional vice-president that represents a province(s) and/or territories of a given region.

The manner in which a region selects its Regional Vice-President is governed by the CSSE By-Law and where applicable, other practices regional Chapters may agree upon.

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## **CHAPTER EXECUTIVE AND BOD NOMINATIONS**

Nominations for Executive:

- A member in good standing of the BOD for one year.
- Member is able to attend a minimum of four meetings per year.

Nominations for BOD:

- A member in good standing of Chapter for one year.
- Member is able to attend a minimum of four meetings per year.

Once elected, if a member is absent from more than 20% of meetings they will be required to step down unless there are extenuating circumstances. Those circumstances should be communicated and discussed with the Chair and/or Past Chair. A decision will be made based on information received by the Chair and/or Past Chair.

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## CHAPTER FINANCIAL REPORTS

A Chapter treasurer has an on-going responsibility to establish and maintain the financial matters in accordance with the CSSE By-laws. Additionally, the Treasurer shall ensure that the following financial activities occur:

- On a regular basis, keep the Executive Committee appraised of the Chapter financial status, e.g. trends, bank account balances, etc.;
- On a periodic basis, appraise the Chapter members of the general status of the Chapter's financial picture;
- Upon request of a Chapter member, provide details of the Chapter's current financial status;
- Annually, perform an informal audit of the Chapter's financial records; a member of the Chapter [excluding officers] may be enlisted to participate in this audit.

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## LUNCHEON SEMINAR COSTS

A Chapter incurs costs associated with providing educational events, such as luncheon seminars, professional development conferences/seminars, etc. Typical costs may include:

- Meal service;
- Presenter gift(s);
- Rental expenses, e.g. projection screen;
- Facility rental;
- Presenter expenses;
- Etc.

At *luncheon/supper seminars*, a Chapter recoups these costs by charging attendees a per capita cost based on whether they are a CSSE member or a non-member. This per capita charge is arrived at by adding a small percentage markup to a Chapter's actual cost as a means of covering the cost of meals, presenter gifts, etc. and a small amount of profit revenue that goes into a Chapter's financial/bank account.

A Chapter may be charged for all meals requested, with a cancellation cut-off 24 hours prior to the event. In such cases, a Chapter routinely explains to members and non-members that if they do not provide 24 hours notice of a change in their previously stated intention to attend an event, that they will be charged the cost of attending regardless. This fact notwithstanding, a Chapter still experiences cases whereby it is charged for meals for "no-shows" [who have not provided notice] and who do not reimburse the Chapter for these costs. Additionally a Chapter sustains a loss of revenue when individuals attend an event, ask to be invoiced and then neglect to pay their debt.

The CSSE and by extension, its Chapters, is a not-for-profit organization and cannot reasonably be expected to absorb such losses. Therefore, effective on the date that an Executive Committee approves a Business Management Guide on this subject, the following process will take effect regarding this subject:

- A Chapter will continue to remind members and non-members of the expectations regarding costs and payment for the provision of educational events, such as luncheon seminars, professional development conferences/seminars, etc.
- The preferred method of payment by all attendees at such events is credit card, cash or cheque.
- Members may request to be invoiced for their cost, including that of any guests (a benefit of membership), provided they have no outstanding debt with the Chapter.
- Non-members shall be required to pay by credit card, cash or cheque upon registering at the door prior to the event commencing.

A Chapter Executive will need to address a course of action in cases of non-payment.



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## **CHARITABLE DONATIONS CRITERIA**

A Chapter may establish criteria for determining whether or not the Chapter makes a charitable donation from Chapter funds. Examples could include:

- The donation to a Canadian cause, i.e. not off-shore.
- The donation to aid in the relief of some calamity affecting people.  
The calamity must have been declared a “disaster” by local, provincial or federal authorities.
- A Chapter Executive Committee has authority to make such a donation for amounts up to and including \$200; any donation in excess of that amount must receive approval from the Chapter membership.
- Chapter membership shall be advised of all donations.
- There is no mandate to donate on any prescribed time frame.
- All donations shall be based on the Chapter’s financial capabilities to reasonably support such a donation.
- Criteria for donations and any subsequent changes to the criteria shall be shared with Chapter members.

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## CHAPTER E-MAIL CORRESPONDENCE

Much of the Chapter's correspondence to members, other interested parties, employers, etc., is conducted via e-mail. Consequently, the image of the Chapter and the CSSE as a whole, portrayed via this medium, can range from positive to negative, depending upon how e-mails are crafted.

The goal of a Chapter Executive is to portray a positive image in its e-mail correspondence. A positive image can accomplish the following:

- Convey professionalism.
- Provide a consistent image.
- Demonstrate a command of proper business etiquette.

This positive image can be accomplished by:

- Use of an e-mail banner(s) including the use of the CSSE logo;
- Following reasonable e-mail etiquette;
- Reviewing e-mail before clicking "Send" and asking a few simple questions, *"Does this reflect a positive image of the Chapter, of CSSE and me?"*, *"Does the 'Subject' heading accurately reflect the subject matter/topic of the communication?"* *"Am I copying to 'the world', [Reply to All] or to just those who need to be copied?"* *"Do I understand and apply the concept of 'To ...', meaning the person(s) expected to respond to the e-mail, and, 'Copy to ...' meaning to who the information is being shared, but are not expected to respond."*

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## SHARING OF CHAPTER MEMBERSHIP LISTING

Periodically, a Chapter may be requested to provide an individual with a list of Chapter members. CSSE members can access a list of other members through the Members Area of the CSSE web site at:

<http://www.csse.org>

Please note – members who have indicated that they do not wish to be displayed in the directory will not be listed. A full chapter list can be obtained by contacting the CSSE office.

Fulfilling requests to provide non-CSSE members with member information may place a Chapter at some liability, therefore, all such requests should be directed to the CSSE Office for action.

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## RECOGNITION OF PRESENTERS

A Chapter relies on a variety of individuals for providing quality information at Chapter educational functions, such as luncheon seminars, professional development conferences/seminars, etc.; presenters typically support these educational endeavors on a volunteer basis, without remuneration.

As a token of a Chapter's appreciation and as a means of recognizing presenters, a Chapter may choose to cover the cost of a presenter's meal(s) and provided them with a gift.

Additionally, a Chapter may choose to give a presenter with a gift as part of its efforts to recognize and thank a presenter. Guidelines for determining the type of gift can include:

- Something unique;
- Something personal;
- Something that could be used and/or displayed at work;
- Something of reasonable quality and value (not necessarily dollar value).

Some examples of previous gifts have been Cross pens, coin sets, gift certificates and local artists' work.

Cost per gift should remain within the \$10 to \$30 range.

The ideal time to present such recognition would be immediately following the presentation.

In cases where it is felt that the presenter may warrant a gift beyond \$30 for whatever reason, the final decision shall be made by the Executive Committee.

Alternatively, or additionally, a "thank-you" letter to a presenter may be in order. A sample letter is shown as *Appendix B-1, Speaker/Presenter Thank-you Letter*.

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## EXPECTATIONS & GUIDELINES FOR PRESENTERS

Presenters are expected to:

- Provide a short outline of their presentation, as soon as possible, for inclusion in a Chapter's communication to members and attendees;
- Provide a brief biography a week in advance of their presentation;
- Provide high-quality handouts to participants; a Chapter can assist with this, within reason;
- Share openly their knowledge, experience, skills, and creativity with participants;
- Agree to a high quality audio visual presentation.
- Make no substantive changes in content once the topic and general content have been agreed to, without the approval of the seminar planner;
- Agree to refrain from marketing their own products or services, as part of their presentation.

Presenters are expected to plan their presentation with the following points in mind:

- Use concrete examples;
- Share hints/tools/methods that participants can take back to their workplaces and put to use;
- Do not focus exclusively on theory - use live examples or case studies to demonstrate practical applications;
- Use best practices, including a variety of opinions.
- If they wish to use on-screen projection for their presentation, provide the materials via e-mail one (1) week in advance their presentation.

*Appendix B-2, Sample Speaker/Presenter Request Letter*, identifies a method for communicating expectations and guidelines for speakers/presenters.

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## VENDOR ACTIVITIES AT CHAPTER FUNCTIONS

Periodically, vendors of safety & health related goods and services wish to share information regarding their products with Chapter members and other interested parties attending Chapter functions. Such sharing can be of mutual benefit.

A Chapter Executive Committee supports such sharing of information, subject to the following guidelines:

### For vendors who are CSSE members.

- Current, up to date members, may share information free of charge; any function attendance costs still apply.
- Must obtain permission from the Executive Committee in advance of the function date.
- May be provided with a minute or two to introduce their goods or services to the function attendees in a manner that does not disrupt or detract from the function; function attendees may ask questions during any informal segments of the function.
- Vendors are responsible for any set up and take down and ensuring that they return the venue to the condition in which they found it.

### For vendors who are not CSSE members.

- For those who are not CSSE members, a fee of \$50 is charged for the opportunity to share their information with function attendees; any function attendance costs still apply.
- Must obtain permission from the Executive Committee in advance of the function date.
- May be provided with a minute or two to introduce their goods or services to the function attendees in a manner that does not disrupt or detract from the function; function attendees may ask questions during any informal segments of the function.
- Vendors are responsible for any set up and take down and ensuring that they return the venue to the condition in which found it.

Vendors wishing to obtain more information regarding this opportunity can contact the Professional Development Director.

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## **GOVERNMENT ADVISORY COUNCILS ON WORKPLACE SAFETY & HEALTH**

In all jurisdictions, workplace safety and health is governed and regulated through various government departments/entities. In some jurisdictions, statute establishes an advisory council on workplace safety & health; details regarding such council's role and its staffing may be obtained from regulatory officials within a given jurisdiction.

Any individual on a council is bound by certain confidentiality limitations regarding what can and cannot be shared with a Chapter of the CSSE. This fact notwithstanding, the guidelines identified below are examples of what information/feedback may be appropriate and of interest to CSSE members. In the event that a CSSE member is on a council a periodic report or letter from a CSSE council representative to a Chapter Executive could include:

- Items that would be of interest and/or relevance to a Chapter (based on the incumbent's knowledge and involvement with CSSE business);
- Legislative activities, such as:
  - "white" papers soliciting input regarding changes (contemplated/proposed)
  - Pending changes;
  - Imminent changes.

Such a report could be delivered either in person or in writing, to an Executive Committee.

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## **NAOSH WEEK NATIONAL COMMITTEE REPRESENTATIVES**

Each CSSE region (as identified under areas covered by Regional Vice-Presidents) provides a representative to the national CSSE NAOSH Week Committee process.

Due to the diverse geographic nature of some regions, it may be advisable for a given region to have more than one (1) representative to this national committee, one acting as an alternative representative coming from which every province/territory is not providing the primary representative. Both representatives may be permitted to participate in the activities of the national committee. This method of assigning of representatives has been agreed to by the chair of the National NAOSH Week Committee.



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## DUTY OF CARE & CHAPTER FUNCTIONS

Chapters periodically engage people/"subject matter experts" to present to its members and other interested people, on a variety of topics of interest to the Chapter. This is a laudable endeavor, although it does bring with it, the potential for somebody claiming that they were harmed by the application of the information presented at a Chapter presentation.

*The following information is provided for Chapter guidance in this matter and is not to be construed as legal advice. If a Chapter has concerns regarding such potential, they should seek legal counsel.*

### The Concept of Duty of Care

The legal concept of *Duty of Care* has been around for many years and has had minor tweaks from time to time. In general terms, a *Duty of Care* can be defined within the following 3 conditions:

1. The reasonable (or responsible) person must be aware that the audience is listening to him/her.
2. The reasonable person should know that the "audience" will likely take some action based upon the verbal or written statements (utterances) made by the speaker.
3. The "audience" should be able to trust the utterances of the speaker in all conditions as they relate to the information being presented.

Within these conditions, you can see that the principal liability will be that of the "reasonable person" – the guest speaker .... but however, as the group that brought the speaker and the listeners together, a Chapter may well bear some vicarious<sup>1</sup> liability in that they are endorsing the speaker's utterances by virtue of sponsoring his/her presence in some way.

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<sup>1</sup>*Vicarious liability is a legal concept that means that a party may be held responsible for injury or damage, when in reality they were not actively involved in the incident. Parties that may be charged with vicarious liability are generally in a supervisory role over the person or parties personally responsible for the injury/damage. The intent behind vicarious liability is that the proper party must be held responsible when harm is done.*

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## Duty of Care & Chapter Functions (continued)

Rather than quote from dusty legal tomes, the online Wikipedia presents this "lighter" fare (by the way, *tort* is a breach of a non-contractual promise or obligation):

- *In tort law, a **duty of care** is a legal obligation imposed on an individual requiring that they exercise a reasonable standard of care while performing any acts that could foreseeably harm others. For an action in negligence, there must be an identified duty of care in law. Duty of care may be considered a formalization of the implicit responsibilities held by an individual towards another individual within society. It is not a requirement that a duty of care be defined by law, but it will often evolve through the jurisprudence of common law. Individuals who are considered to be professionals within society are often held to a higher standard of care than those who are not.*
- *Breach of duty of care, if resulting in an injury, may subject an individual to liability in tort. Duty of care is an important prerequisite in the tort of negligence, as the duty of care must exist and must have been breached for the tort to occur.*

The *Duty of Care* also involves something called the "Neighbour Principle" (the 1932 case law precedent of *Donoghue vs. Stevenson*). In short, a "neighbour" is someone close enough to the situation to have suffered "reasonably foreseeable" harm from the direct action or inaction that resulted in the loss or damage suffered by the aggrieved party.

Lord Atkin put a fairly tight definition around it:

*There must be, and is, some general conception of relations giving rise to a duty of care, of which the particular cases found in the books are but instances. ... The rule that you are to love your neighbour, becomes in law, 'you must not injure your neighbour'; and the lawyer's question, "Who is my neighbour?" receives a restricted reply: "You must take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to injure your neighbour." Who, then, in law, is my neighbour? The answer seems to be - persons who are so closely and directly affected by my act that I ought reasonably to have them in contemplation as being so affected when I am directing my mind to the acts or omissions that are called in to question.*

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## Duty of Care & Chapter Functions (continued)

So, a breach of a *Duty of Care* is wrapped around a kernel of negligence that has caused a situation that has resulted in harm. What then, is negligence? Roughly speaking, it is doing something that a reasonable person would not have done in the circumstances, or not doing something a reasonable person would have done in the circumstances.

Negligence must be proven and the tort of negligence has three main elements (ALL must be present). These involve *duty*, *breach* and *damage*. A fourth element is sometimes also mentioned ("*causation*"), but it is generally a byproduct of the third element:

1. *Defendant owed a duty of care to plaintiff;*
2. *Defendant breached that duty of care;*
3. *Plaintiff was injured because of that breach; and*
4. *The injury would not have occurred but for the behavior of defendant.*

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## **CSSE AWARDS & RECOGNITION PROCESS**

The CSSE Awards & Recognition Program is designed to acknowledge service and recognize achievement at all levels of the organization thereby providing a means for showcasing CSSE's broad people talent.

With a small investment in effort, participating in this process provides a Chapter with an excellent means of saying "Thank-you" to members and groups of members who have given of themselves to promote and improve the profession and the ideals for which it stands. Without that investment, all we have are 'un-sung heroes'

To nominate a member for an award contact the Chapter Membership Awards Director.

Details of the various types and levels of the awards and recognition program can be accessed through the Members Area of the CSSE web site at:

<http://www.csse.org>

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## CHSC COURSE OFFERINGS PROCESS

### **Opportunities for Delivering CSSE Courses**

Generally speaking, there are two methods by which CSSE courses are offered:

1. Those course offerings announced in an annual schedule of courses (usually published in September in the prior year) that the CSSE office organizes and presents, and
2. Those course offerings that a Chapter and the CSSE office jointly organize and present.

### **CSSE Office Organized Courses**

These courses are managed by the CSSE office; there may be limited Chapter involvement, such as helping promote the course offering to regional members and other interested parties.

### **Chapter & CSSE Office Organized Courses**

A Chapter typically spearheads these courses based on its knowledge of regional/local interest in a particular course offering within that region. This method typically involves joint efforts with a Chapter managing a good part of the logistics. The benefit of this method for a Chapter is that a cost sharing formula is used that, subject to the number of participants and the extent that a Chapter can offset some of the expenses associated with presenting a course, there can be financial gain for a Chapter.

### **How many participants are necessary?**

The minimum registration threshold, generally speaking, is 10 people. There is some flexibility in this number, in circumstances where some costs can be minimized and/or eliminated. For example, if the instructor lives close to where the course is to be offered, some of the costs may be reduced or eliminated altogether, e.g. travel costs. However, it is best to proceed with the idea of having a minimum of 10 people, to ensure better financial results and a more interactive, participative class.

### **What is the process for organizing a local a course?**

It certainly is wise to have an indication of interest prior to confirming the course with the CSSE office; however, it is not necessary to wait before some preliminary planning is done.

- Establish tentative dates between the CSSE office and the Chapter.
- The CSSE office checks with instructor(s) as to their availability on those tentative dates.
- The CSSE office confirms course dates with the Chapter.
- Chapter actively promotes and pursues registrations.

The understanding is that, should the required number of people not be registered by 10 days prior to the first day of the course, the course is cancelled.

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## **CSSE Course Offerings Process (continued)**

### **Chapter & CSSE Office Organized Courses** (continued)

#### *Other details about the CSSE's Chapter Sponsored Training Program.*

- The Chapter is responsible for the costs associated with the facility, food & beverage and audio-visual equipment; the Chapter also handles all registration logistics and communicates participant information to the CSSE Office.
- CSSE is responsible for the instructor's honorarium, travel & lodging costs and all course materials; the CSSE Office may assist with advertising or promoting the course.
- The cost to the Chapter would be \$5,000 and, under this program, the profits are shared 50/50.
- Contact the CSSE office for details regarding current CSSE registration fees charged to the course participants.
- The course fee is the regular Member (or Non-member) fee, but the Chapter may want to provide a rebate to its members to encourage participation.

Chapter sponsored programs are dependent on the availability of course instructors. In addition, a Chapter-sponsored program or course cannot be held in the same city or vicinity three months before or three months after an identical course published in the annual course schedule.

## **CHAPTER PROFESSIONAL DEVELOPMENT OFFERINGS**

Courses offerings at the Chapter level are organized by the Professional Development Director. Professional development seminar and or workshop suggestions from membership are encouraged. Please contact the Professional Development Director with your suggestions. All offerings must be approved by the BOD,

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## **CHAPTER ANNUAL REPORT & CHAPTER REBATE**

Chapters are required to complete and submit an annual operations report. Completion of a Chapter's Annual Report allows the CSSE to act in a duly diligent manner and meet its regulatory requirements under the Canada Corporations Act.

Submitting and Annual Report is also necessary for a Chapter to receive its annual membership rebate. In order to receive this rebate, a Chapter must:

- Submit its Annual Report, and
- Request that the rebate be issued.

The report document can be found in *Appendix C – Chapter Report – Annual Report*.

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## NEW CHAPTER EXECUTIVE ORIENTATION

With time, there will always be changes within a Chapter's executive and board of directors.

Helping new Chapter executives and board members come up to speed on Chapter business management allows for smooth transition during changes. Having a structured process with which to orient these people just makes good business sense.

In accordance with a Chapter's election processes, the Chapter Chair will communicate the results of the election to the successful candidate. During this communication the Chapter 1<sup>st</sup> Vice Chair will advise the new Chapter Executive of the orientation process and the expectation to attend the next Chapter Executive Committee meeting.

The Chapter 1<sup>st</sup> Vice Chair will send a copy of the most current version of the Chapter's CSSE Chapter Business Management Guide to the new Executive Committee member so that it is received in advance of the next Chapter Executive Committee meeting.

The new Executive Committee member is expected to conduct an initial review of the information provided and create a list of questions or areas for additional clarification.

The Chapter 1<sup>st</sup> Vice Chair will be assigned to conduct the orientation of the new Executive Committee member.

The orientation will be completed before the next Chapter Executive Committee meeting.

The content of the orientation will include such items as are appropriate to the role of the new Chapter Executive member. A sample form for conducting orientations is detailed in *Appendix D, CSSE Chapter Executive Committee Member Orientation & Checklist*.



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## NEW CHAPTER MEMBER WELCOME

The CSSE office notifies a Chapter Chair when a new or transferring member joins their Chapter.

Upon receipt of such notification, it is a good practice for both the Chapter Chair and Membership Director to formally contact the new Chapter member and extend a “welcome” to the individual. Such a practice helps make the person feel welcome to the CSSE and the Chapter and can provide an initial point of contact and some preliminary information, e.g. when the Chapter meets and what typically goes on at a Chapter meeting.

A sample letter is shown as *Appendix E-1 – Sample Letter: New Chapter Member Welcome*

**Additional Membership Information:**

Member Information Sheet is shown as *Appendix E-2 –Member Information Sheet*

A sample letter for reminding members to renew their membership is shown as *Appendix E-3 – Sample Letter: Notice of Membership Expiry*

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## **MENTORSHIP**

The NB CSSE Chapter is taking part in a member mentorship program with CSSE national. Members can identify as either a mentor or mentee. For additional information, please contact Chapter President.

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## HOW ARE WE DOING?

A Chapter's Executive recognizes the value of feedback from Chapter members and may periodically request such at official Chapter gatherings, e.g. luncheon seminars. An example of a bulletin for gathering feedback is shown below.

As part of the Chapter's on-going efforts to continually improve its performance, your Executive Committee would like all members to have an opportunity to provide constructive input to various activities we're involved in. Specifically, in this case, <name the gathering>: what's working, what's not?

Please feel free to provide any input from time to time, as you see fit.

<b>WHAT'S WORKING (+)</b> (What do you like about what's happening?)	<b>WHAT'S NOT (-)</b> (What can we improve upon?)

Please forward your comments in one of the following ways:

- If you wish anonymity, you may mail your comments to <name & address of person>, or
- You may e-mail your comments to <name & e-mail address of person>.

An alternative method of gathering information to assist a Chapter in developing programs and activities for its members and other interested parties, would be a survey. A sample survey is shown as *Appendix E-4, Chapter Survey Form*.

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## SHARING OF INFORMATION AMONG MEMBERS & CHAPTERS

There is a wealth of loss prevention/safety & health information held within the collective 'libraries' of CSSE members and Chapters, and to a limited degree, within the CSSE web site.

Discovering what is out there and tapping into this information presents a challenge, regardless of where that information resides. Knowing what information may be available, in particular among members is largely a factor of one's networking circles and how willing an individual is prepared to 'dig'.

Areas where information is available at the CSSE web site are located in the *Members Area* and require a member to login at:

### **Sharing Etiquette**

- Be willing to share information that is within your possession – remember, we are all doing this safety & health 'thing' for the same reason – and that is to make sure that everybody goes home and the end of their day, safe and sound.
- Remember to say, 'thank-you' to those who have shared information with you – and – where appropriate, acknowledge the source of your information.
- If you have some specific information that you think may be of interest to a broad group of members and/or Chapters, consider having that information posted on the CSSE web site.
- Be sensitive to the fact that in some cases, an individual may be reluctant to share some information, in particular if there is some proprietary or sense of ownership issues in situations where the information is part of a business source of income, of a competitive value.

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## **PROFESSIONAL DEVELOPMENT CONFERENCE PLANNING**

Every year the CSSE holds a professional development conference (PDC).

The purpose of the PDC is to provide members and other interested parties with the opportunity to develop their professional skills, gain new knowledge and network among peers. The PDC also provides the CSSE an opportunity to fulfil its mission and mandate to be the premier organization for health, safety and loss prevention specialists.

Although this is an annual event, planning for a given PDC actually starts at least 3 years prior to the actual event. The planning process is shown on the following page.

Registration for the Chapter Chair and one member of the executive will be paid by the Chapter. If the Chair cannot attend the 1<sup>st</sup> Vice Chair may attend to represent the Chapter.

The executive member will be chosen by means of a draw. In the event the executive member cannot attend a draw will take place for another executive member to attend.

Member draw:

A member will be randomly chosen from those members who've attended a meeting during the previous year for free PDC registration. The BOD cannot take part in the member draw.

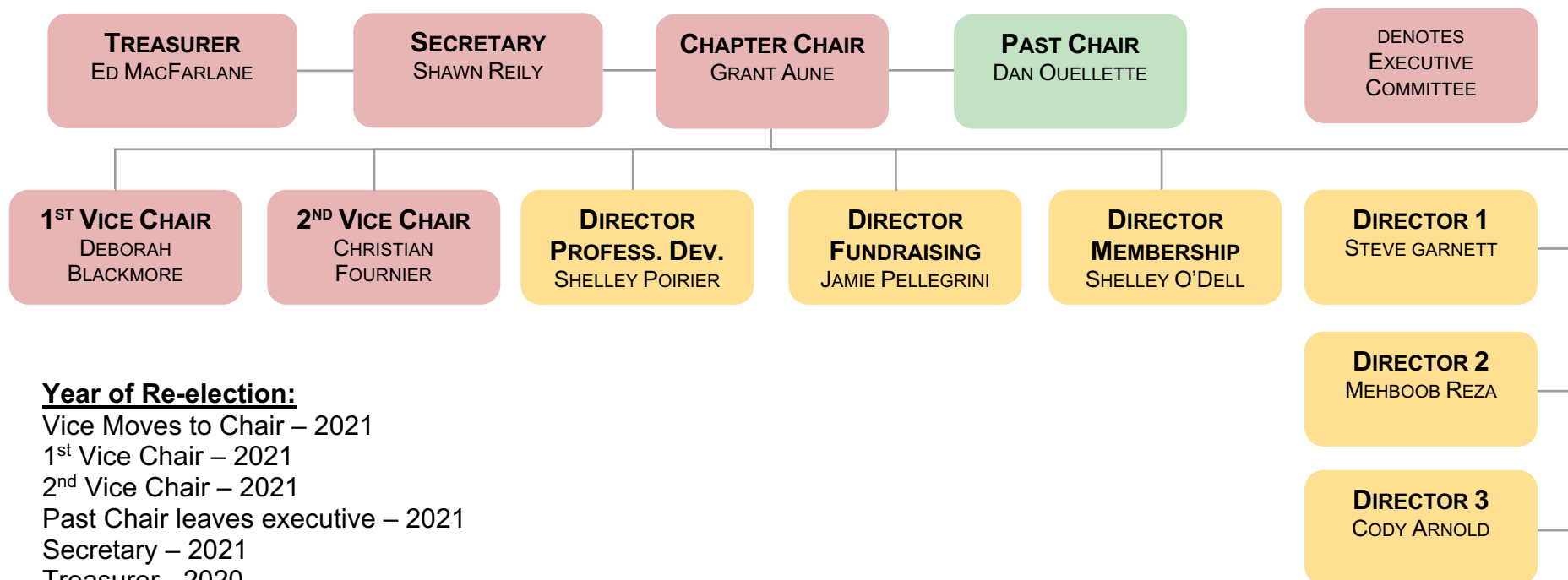
All registrations for the PDC are based on available funds within the Chapter. If funds aren't available, the draws will not take place.

## Professional Development Conference Planning (continued)



Timeframe	Phase	By
3 years out	Location selection Site/Property selection	CSSE Board of Directors Executive Director Conference Management Consultant
18 months out	Appoint conference chair Select conference committee members	CSSE Board of Directors Conference Chair Executive Director
12 months out	On-boarding of Conference Committee : national focus : review of project plan : introduction to budget process  Preparation of conference program	Executive Director  Conference Committee
10 months out	Develop brochure and marketing plan	Conference Committee
8 months out	Submit budget for Board of Directors approval	Executive Director
6 months out	Compare conference progress to the project plan and budget	Conference Committee

## APPENDIX A-1 – CSSE NB CHAPTER BOARD OF DIRECTORS



**Year of Re-election:**

- Vice Moves to Chair – 2021
- 1<sup>st</sup> Vice Chair – 2021
- 2<sup>nd</sup> Vice Chair – 2021
- Past Chair leaves executive – 2021
- Secretary – 2021
- Treasurer - 2020
- Director of Professional Development – 2020
- Director of Fundraising – 2020
- Director of Membership - 2020
- Director 1 – 2021
- Director 2 – 2021
- Director 3 - 2021

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## APPENDIX A-2 – CSSE CHAPTER EXECUTIVE DUTIES

**POSITION:** CHAPTER CHAIR  
Executive

**TERM:** Two 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 a member of the Executive
- 2) Be the presiding officer at Chapter or special general meetings of the members and of the BOD.
- 3) Direct the efforts of the other Executive Officers.
- 4) Be an ex-officio member of all standing and special committees.
- 5) Appoint a Chairperson for each of the standing and special committees.
- 6) Ensure that an annual report of the Chapter's planned activities is forwarded to the National office.
- 7) Act as the spokesperson for the Chapter.
- 8) Approval of social media postings where necessary.
- 9) Welcome new members with a letter from the Chapter Chair.
- 10) Provide new members attending meetings with a Chapter gift.
- 11) Support the Society's goals and objectives by ensuring initiatives are carried out and communicated to the members.
- 12) Ensure Chapter meetings and activities are planned annually and call extraordinary meetings when necessary.
- 13) Uphold the By-laws of the Society.
- 14) Perform other duties as may be assigned by the BOD.
- 15) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.
- 16) Attend the annual PDC.
- 17) Attend regional meetings as required.
- 18) Take part in scheduled calls with RVP.



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19)Attend a minimum four Chapter meetings per year.

**REPORTS TO:** Chapter membership

**DIRECT REPORTS:** Chapter Executives, BOD  
Chairs of all Standing and Special Committees

**For continuity, the position of Chair will be filled by succession from First Vice Chair.**

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**POSITION:**

**1<sup>ST</sup> VICE CHAIR  
Executive**

**TERM:**

**Two years**

**PRIMARY RESPONSIBILITY:**

To assist the Chapter Chair 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 1<sup>st</sup> VICE Chair will:

- 1) Be a member of the Executive
- 2) Fulfill the duties of the Chapter Chair in their absence.
- 3) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.
- 4) Chair committees as designated by the Chair.
- 5) Perform other duties as may be assigned by the Chair.
- 6) Provide orientation and a copy of the Chapter Management Guide to new Chapter executives.
- 7) Maintain the Chapter Management Guide.
- 8) Approval of social media postings where necessary.
- 9) Attend PDC in absence of Chair.
- 10) Attend regional meetings as required.
- 11) Attend a minimum of four Chapter meetings per year.

**REPORTS TO:**

Chapter Chair

**DIRECT REPORTS:**

Committee members as designated by the Chair

**For continuity, the position of 1<sup>st</sup> Vice Chair will be filled by a member of the executive.**

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**POSITION:**

**2<sup>ND</sup> VICE CHAIR. REMOVE POSITION?**

**TERM:**

**Two years**

**PRIMARY RESPONSIBILITY:**

To assist the Chapter Chair and 1<sup>st</sup> Vice Chair and to 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 2<sup>nd</sup> VICE Chair will:

- 1) Be a member of the Executive
- 2) Fulfill the duties of the 1<sup>st</sup> Vice Chair in their absence.
- 3) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.
- 4) Chair committees as designated by the BOD.
- 5) Perform such other duties as may be assigned by the BOD.

**REPORTS TO:**

Chapter Chair

**DIRECT REPORTS:**

Committee members as designated by the BOD

**For continuity, the position of 2<sup>nd</sup> Vice Chair is filled by succession from a member of the BOD.**

**In the event that the position of Second Vice Chair is vacated, it can be filled by majority vote of the Executive with another BOD member, until the following Annual General Meeting.**

**POSITION:**

**SECRETARY  
Executive**

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**TERM:**                      **Two 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 financial activities of the Chapter.

**MAJOR DUTIES:**                      The Secretary will:

- 1) Be a member of the Executive.
- 2) Maintains and reports on a regular basis the records for the Chapter, including minutes of all meetings held and membership records.
- 3) Complete and file the Chapter's annual report with the National office and request the annual membership rebate.
- 4) Be responsible for the maintenance and interpretation of the Constitution and By-Laws of the Society and the NB Chapter Business Management Guide.
- 5) Be responsible for meeting notices and event communication to the membership.
- 6) Send all communications to membership via web portal.
- 7) Maintain email accounts and direct communications where appropriate.
- 8) Prepare meeting agenda.
- 9) Approval of social media postings where necessary.
- 10) Attend regional meetings as required.
- 11) Attend a minimum of four Chapter meetings per year.
- 12) Perform other duties as may be assigned by the Executive Committee.
- 13) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.

**REPORTS TO:**                      Chapter Chair

**In the event that the position of Secretary/Treasurer is vacated, it can be filled by majority vote of the Executive with another member of the BOD, or with a member of the General Membership, until the following Annual General Meeting.**

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**POSITION:**                      **TREASURER**  
   **Executive**

**TERM:**                              **Two 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 financial activities of the Chapter.

**MAJOR DUTIES:**                      The Treasurer will:

- 1) Be a member of the Executive.
- 2) Maintains and reports on a regular basis the financial records for the Chapter.
- 3) Oversee the financial responsibilities of the Chapter; present an annual budget for the approval of the Executive at the Executive Planning Meeting.
- 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) Establish and maintain banking arrangements that require cheques to have two signatures.
- 6) Perform other duties as may be assigned by the Executive Committee.
- 7) Approval of social media postings where necessary.
- 8) Attend regional meetings as required.
- 9) Attend a minimum of four Chapter meetings per year.
- 10) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.

**REPORTS TO:**                      Chapter Chair

**In the event that the position of Secretary/Treasurer is vacated, it can be filled by majority vote of the Executive with another member of the BOD, or with a member of the General Membership, until the following Annual General Meeting.**

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## APPENDIX A-3 – CSSE CHAPTER BOARD OF DIRECTORS’ DUTIES

**POSITION:**                 **DIRECTOR of PROFESSIONAL DEVELOPMENT**  
  **Board of Directors**

**TERM:**                        **Two years**

**PRIMARY RESPONSIBILITY:**

To establish and maintain the Professional Development Program for members including professional development workshops

**MAJOR DUTIES:**    The Director of Professional Development will:

- 1) Chair the Professional Development Committee.
- 2) Organize professional development events for membership.
- 3) Help organize meeting locations with local chapter members.
- 4) Help organize speakers and or tours local chapter members.
- 5) Attend a minimum of four Chapter meetings per year.
- 6) Perform other duties as may be assigned by the Chair.
- 7) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.

**REPORTS TO:**                Chapter Chair

**DIRECT REPORTS:**        Professional Development Committee members

**In the event that the position of Director of Professional Development is vacated, it can be filled by majority vote of the Executive with a member of the General Membership, until the following Annual General Meeting.**

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**POSITION:**                      **DIRECTOR of FUNDRAISING  
Board of Directors**

**TERM:**                              **Two years**

**PRIMARY RESPONSIBILITY:**

To establish and maintain the Fundraising Program in a timely manner that is consistent with the goals and objectives of the Society, with particular attention to the raising of funds through sponsors of the two major chapter initiatives, (NAOSH and WorkSafeNB Conference), and through advertising.

**MAJOR DUTIES:**    The Director of Fundraising will:

- 1) Chair the Fundraising Committee.
- 2) Organize Chapter NAOSH annual events in various locations along with the support of the BOD and membership.
- 3) Attend a minimum of four Chapter meetings per year.
- 4) Perform other duties as may be assigned by the Chair.
- 5) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.

**REPORTS TO:**                      Chapter Chair

**In the event that the position of Director of Fundraising is vacated, it can be filled by majority vote of the Executive with a member of the General Membership, until the following Annual General Meeting.**

**POSITION:**                              **DIRECTOR of MEMBERSHIP  
Board of Directors**

**TERM:**                                      **Two years**

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**PRIMARY RESPONSIBILITY:**

To establish and maintain the Membership Program in a timely manner that is consistent with the goals and objectives of the Society, with particular attention to the recruitment, retention and recognition of members.

**MAJOR DUTIES:** The Director of Membership will:

- 1) Chair the Membership Committee
- 2) Notify Chair and or Vice Chair of new members in attendance at a Chapter meeting.
- 3) Provide years of membership pins to members.
- 4) Welcome new members with a letter from the Membership Director.
- 5) Help organize meeting locations with local chapter members.
- 6) Attend a minimum of four Chapter meetings per year.
- 7) Perform other duties as may be assigned by the Chair
- 8) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.

**REPORTS TO:** Chapter Chair

**In the event that the position of Director of Fundraising is vacated, it can be filled by majority vote of the Executive with a member of the General Membership, until the following Annual General Meeting.**



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**POSITION:**

**DIRECTOR-AT-LARGE (3)  
Board of Directors**

**TERM:**

**Two years**

**PRIMARY RESPONSIBILITY:**

Assist with the continuity of Chapter operations by offering advice to the Chapter Chair and fellow members of the Executive.

**MAJOR DUTIES:** The Directors-at-Large will:

- 1) Chair committees as designated by the Chair.
- 2) Attend a minimum of four Chapter meetings per year.
- 3) Perform other duties as may be assigned by the Chair.
- 4) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.

**REPORTS TO:**

Chapter Chair

**In the event that the position of Director is vacated term, it can be filled by majority vote of the Executive with a member of the General Membership, until the following Annual General Meeting.**

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**POSITION:**  
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**SOCIAL MEDIA DIRECTOR**  
**Board of Directors**

**TERM:**

**Two years**

**PRIMARY RESPONSIBILITY:**

Maintain the Chapter website, twitter and other social media accounts.

**MAJOR DUTIES:** The Social Media Director will:

- 1) Update website, twitter or any other chapter social media as directed by Executive – all items must have approval of one of the executive members.
- 2) Chair and secretary will both have password to all social media accounts.
- 3) Perform other duties as may be assigned by the Chair.
- 4) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.

**REPORTS TO:**

Chapter Chair

**In the event that the position of Director is vacated term, it can be filled by majority vote of the Executive with a member of the General Membership, until the following Annual General Meeting.**

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**POSITION:**                      **Past Chair  
Executive**

**TERM:**                              **Two years**

**PRIMARY RESPONSIBILITY:**

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

**MAJOR DUTIES:**    The Past Chair will:

- 1) Responsible for Chapter executive and BOD nominations and election.
- 2) Perform such duties as may be assigned by the Chair.
- 3) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.
- 4) Attend regional meetings at required.
- 5) Attend a minimum of 80% of Chapter meetings.
- 6) Chair the nominations committee

**REPORTS TO:**                      Chapter Chair

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## **APPENDIX A-4 –CSSE CHAPTER COMMITTEES SUGGESTED DUTIES**

### **Professional Development Committee**

- Plans regular Chapter meetings up to 6 months in advance, arranges for speakers/presenters and submits proposals to the BOD for approval.
- Maintains information of all programs and events offered by the Chapter.
- Prepares advertising and promotional materials for Chapter events.
- Plan education sessions for Chapter members as required.
- Work with Annual Program for Educational opportunities at General Meetings.

### **NAOSH Committee**

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

### **Nominations Committee**

- Assists with succession planning for BOD and committee positions.
- Solicits interest from Chapter members to stand for elections.
- Prepare election publications and notices.
- Oversees elections process (as required).
- Remains cognizant of various types and levels of awards and means of recognition.
- Provides the BOD with recommendations as to possible recipients of awards and recognition.

### **Outreach Committee**

- Plan two social activities at the AGM and at another time of the year.
- Coordinate social activities with other chapters or organizations.

### **WorkSafeNB Conference Committee**

- Sit on the external committee for the WorkSafeNB Conference on behalf of the NB Chapter, CSSE.
- Communicate plans for the conference at General Meetings.

# Appendix B-1 –Speaker/Presenter Thank-you Letter

## SPEAKER/PRESENTER THANK-YOU LETTER (On CSSE Chapter Letterhead paper)



New Brunswick Chapter

Dear Sir or Madam:

The Board of Directors and Membership of the **New Brunswick Chapter, Canadian Society of Safety Engineering** would like to extend our appreciation and thank-you for providing us with a tour of your facility.

Your organization and facility was recognized as a point of interest for our members, due to your many accomplishments in the area of Health and Safety. We appreciate your generosity for allowing us to view your facility and share with us some of your Health and Safety practices/programs. We are pleased to recognize your facility as investing in and promoting Workplace Occupational Health and Safety.

The **New Brunswick Chapter** organizes meetings of Health and Safety professionals across the province throughout the year to promote the practice and to share information and experience with our peers. With continued growth in our organization it is apparent the Chapter has become a dynamic group that is able not only to provide networking opportunities to its Members, but also to provide an ever-increasing variety of learning opportunities to current and future Members with the assistance of people such as you.

If you would like further information on the Society, please visit our web site ([www.csse.org](http://www.csse.org)) or for information on our local chapter, contact the undersigned.

Thank-you again for your hospitality.

Sincerely

Grant Aune  
Chapter Chair  
New Brunswick CSSE  
Email: [gaune@advantagefleet.com](mailto:gaune@advantagefleet.com)

## APPENDIX B-2 – SAMPLE SPEAKER/PRESENTER REQUEST LETTER

### SAMPLE SPEAKER/PRESENTER REQUEST LETTER

(On CSSE Chapter Letterhead paper)



New Brunswick Chapter

<Date>

Dear <Name>;

As a follow up to your conversation with <Name>, I am writing on behalf of the New Brunswick Chapter of the Canadian Society of Safety Engineering (CSSE).

Our society is made up primarily of safety and health professionals from various industries located across New Brunswick. As safety and health professionals, we all share a common interest in keeping our skills and knowledge base current with changing trends and technology that affect our industries, both directly and indirectly. This is the reason for my letter to you.

As the Director of Professional Development, it is one of my responsibilities to coordinate guest speakers for our periodic seminars. I think that your expertise would be of great interest to our members. Our meetings are held <details as to when events are held> and we meet at <location of meetings or a specific venue>.

We appreciate that you could be available to speak for approximately 45 minutes, (including time for questions at the end) at our luncheon meeting/seminar on <date> on the subject of <Topic of Presentation>. You will of course be invited as our guest for the meal provided as part of the event; your presentation would start at approximately <time>, immediately following the meal.

Would you please confirm acceptance of our invitation. I would be pleased to answer any questions you may have; I can arrange for necessary resources, such as an overhead projector for transparencies or computer generated projection and/or handouts of your presentation. I have also attached the CSSE's expectations and presenter's guidelines for your reference. I can be reached at <phone number> if there are any questions.

Yours truly,

Shelley Poirier  
Director of Professional Development  
CSSE New Brunswick Chapter  
Email: [spoirier@nbcsa.ca](mailto:spoirier@nbcsa.ca)

## APPENDIX C – CHAPTER ANNUAL REPORT



**Canadian Society of Safety Engineering**  
**Société Canadienne de la santé et de la sécurité au travail**  
 39 River Street, Toronto, Ontario M5A 3P1  
 Phone: 416-646-1600 Fax: 416-646-9460  
 E-mail: [csseinfo@associationsfirst.com](mailto:csseinfo@associationsfirst.com)

Two reasons why Annual Reports are required from Chapters are:

1. To meet Society registration requirements
2. To fulfil the Society's due diligence obligations

The CSSE is a registered not-for-profit organization and is required to meet conditions of federal regulations administered by Industry Canada. This includes the filing of an Annual Report for which information from Chapters is needed.

To facilitate the filing of an Annual Report by each Chapter, a policy has been established by the Board of Directors that this report must be received at the National office in order for a Chapter to receive the annual membership rebate.

<b>CHAPTER:</b>
-----------------

### Current Executive

Position	Name	Address	Telephone
Chair			
1 <sup>st</sup> Vice-Chair			
2 <sup>nd</sup> Vice-Chair			
Secretary/ Treasurer			

Indicate with an "\*" those who hold Chapter Signing Authority

### Previous Executive (Use checkmark if same as above)

Position	Name	Address	Telephone
Chair			
Vice-Chair			
Secretary			
Treasurer			

**CHAPTER EVENTS = Meetings / Seminars / Tours / NAOSH**

(A minimum of 5 events are required annually to maintain Chapter status)

Date	Type of event / topic	Attendance #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**FINANCIAL REPORT**

Beginning Balance on January 1, 201_	\$
Total Revenue	\$
Total Expenditures	\$
Ending Balance on December 31, 201_	\$

**PLEASE FORWARD THE CHAPTER'S ANNUAL MEMBERSHIP REBATE TO THE ADDRESS BELOW:  
CHAPTER MAILING ADDRESS**

Contact Person:	Title and Firm:
Address:	
Province:	Postal Code:
E-mail address:	

**SIGNATURE** (The Chairperson and the Secretary or Treasurer are required to sign this form)

**Chairperson:** \_\_\_\_\_  
Please Print Signature

**Secretary or Treasurer:** \_\_\_\_\_  
Please Print Signature

**Submit to National Office by APRIL 1 – and forward a copy to your Regional V.P**



# APPENDIX D – CSSE CHAPTER EXECUTIVE COMMITTEE MEMBER ORIENTATION & CHECKLIST



## Canadian Society of Safety Engineering

Canada's safety, health and environmental practitioners

### CSSE Chapter Executive Committee

#### New Member Orientation

#### Actions and Items for Discussion

- |          |   |                          |
|----------|---|--------------------------|
| <b>1</b> | <b>Invite new member to next Chapter Executive Committee meeting.</b> | <input type="checkbox"/> |
| <b>2</b> | <b>CSSE Chapter Business Management Guide sent and received</b>       | <input type="checkbox"/> |
| <b>3</b> | <b>Executive Committee member assigned to conduct orientation</b>     | <input type="checkbox"/> |
| <hr/>    |   |                          |
| <b>4</b> | <b>CSSE Chapter Business Management Guide review.</b>                 | <input type="checkbox"/> |
| <b>5</b> | <b>Chapter Executive Committee Roles and Responsibilities</b>         |                          |
|          | i. Chapter Chair  | <input type="checkbox"/> |
|          | ii. 1 <sup>st</sup> and 2 <sup>nd</sup> Vice-Chair                    | <input type="checkbox"/> |
|          | iii. Secretary/Treasurer  | <input type="checkbox"/> |
|          | iv. Chapter Past-Chair  | <input type="checkbox"/> |
|          | v. Other Chapter positions  | <input type="checkbox"/> |
| <b>6</b> | <b>Chapter Sub-committees Roles and Responsibilities</b>              |                          |
|          | i. Explanation of sub-committees                                      | <input type="checkbox"/> |
| <b>7</b> | <b>Key Documents</b>  |                          |
|          | i. Chapter Business Management Guide                                  | <input type="checkbox"/> |
|          | ii.   | <input type="checkbox"/> |
|          | iii.  | <input type="checkbox"/> |
| <b>8</b> | <b>Key Programs</b>   |                          |
|          | i. Chapter meetings/educational sessions                              | <input type="checkbox"/> |
|          | ii. Chapter sub-committee organization and activities                 | <input type="checkbox"/> |
|          | iii.  | <input type="checkbox"/> |
| <b>9</b> | <b>Other</b>  |                          |
|          | i. Regional VP  | <input type="checkbox"/> |
|          | ii.   | <input type="checkbox"/> |

# APPENDIX E-1 – SAMPLE LETTER: NEW CHAPTER MEMBER WELCOME. NEED ONE FROM CHAIR AS WELL.

## SAMPLE NEW CHAPTER MEMBER WELCOME LETTER

(On CSSE Chapter Letterhead paper)



New Brunswick Chapter

<Date>

Dear <Name>;

My name is <name>. I am the Chair of the CSSE <Name> Chapter and just wanted to send you a quick note to say " **Welcome**" to the <Name>Chapter of the CSSE!

Our next Chapter meeting will be on<**date & time**>, at <**location**>. If you have not previously been to a meeting, the event typically involves <identify how your meeting are organized, e.g. a meet & greet, followed by a meal which leads in to a presentation on a predetermined topic>. The event typically lasted approximately <time>. The member cost for this event is <\$ amount>.

If you are unsure of the location where our meetings are held, please contact me for directions.

If you have any questions, please feel free to contact me.

Yours truly,

Shelley O'Dell  
Director of Membership  
New Brunswick CSSE  
Email: Shelley.O'Dell@ws-ts.nb.ca

# Appendix E-2 – MEMBER INFORMATION SHEET



## New Brunswick Chapter Member Information Sheet

Member: \_\_\_\_\_

### Contact information

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Territory covered: \_\_\_\_\_

CSSE Member Since: \_\_\_\_\_

Special Accreditations: \_\_\_\_\_

Website: \_\_\_\_\_

Date Company Created: \_\_\_\_\_

Services/Training/Goods	Representing the following Organizations
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Guidelines for Member Information Sheet

1. Sheet is for the express use of NB Chapter members to share their goods / services information with other NB Chapter members at NB Chapter events.
2. NB Chapter member must be present at the meeting and must remove any sheets not taken by the end of the meeting.
3. Completion of this sheet is entirely voluntary.
4. The information on these sheets is not to be shared outside the NB Chapter without permission of the Member.
5. No additional information sheets or cards are to be added to this sheet and copies are to be on white paper.

## APPENDIX E-3 – SAMPLE LETTER: NOTICE OF MEMBERSHIP EXPIRY



New Brunswick Chapter

“date”

### Dear “member”:

The New Brunswick Chapter, CSSE has been advised that your membership will expire at the end of. Our organization values the continued support of professionals such as yourself, and would like to encourage you to take a few moments to renew your membership for this year.

The NB Chapter is a diversified network of health, safety and wellness practitioners that relies on members such as you to champion safety within the province.


If you have any questions or concerns pertaining to membership, meeting times or locations, or any CSSE-related issue, please feel free to contact the undersigned. For your convenience, your membership can be renewed online at [www.csse.org](http://www.csse.org). We look forward to hearing from you soon.

If you have already made arrangements with our National office for membership renewal, we would like to thank you for your continued support.

Sincerely,

Shelley O'Dell  
Director of Membership  
New Brunswick CSSE  
Email: [Shelley.O'Dell@ws-ts.nb.ca](mailto:Shelley.O'Dell@ws-ts.nb.ca)

**APPENDIX E-4 – SAMPLE CHAPTER SURVEY FORM**

 <p>The Canadian Society of Safety Engineering New Brunswick Chapter</p>	
<p><b>We would appreciate your input to help us plan activities for the coming year that will meet your needs. Please take a few minutes to complete this survey.</b></p>	
<p>Are you a current CSSE member? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>If “no”, were you ever a CSSE member? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you regularly attend monthly CSSE meetings? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If “no”, please indicate why.</p> <p><input type="checkbox"/> Other time commitments?</p> <p><input type="checkbox"/> Timing inconvenient?</p> <p><input type="checkbox"/> Location inconvenient?</p> <p><input type="checkbox"/> Cost prohibitive?</p> <p><input type="checkbox"/> Other?</p>	
<p><b>Why do you think we should meet as a group?</b></p>	<p>What reasons for meeting with a peer group are most important to you?</p> <p><input type="checkbox"/> Professional development?</p> <p><input type="checkbox"/> Networking?</p> <p><input type="checkbox"/> Problem Solving?</p> <p><input type="checkbox"/> Socializing?</p> <p><input type="checkbox"/> Other?</p>
<p><b>What do you expect from the Chapter?</b></p>	<p>What could this Chapter do to help you achieve your professional and educational goals?</p>
	<p>If the Chapter offered a professional development course, what topic(s) would entice you to attend, what would your main objectives be?</p>
	<p>What format(s) would you prefer for monthly meetings?</p> <p><input type="checkbox"/> Guest speaker?</p> <p><input type="checkbox"/> Field trip?</p> <p><input type="checkbox"/> Workshop?</p> <p><input type="checkbox"/> Exhibitor’s display?</p> <p>iv. Other? _____</p>
<p><b>How would you like to see the Chapter operating?</b></p>	<p>If you checked more than one box, please indicate how many of each type of meeting you would prefer.</p> <p>What topics (in order of preference) would you like to see discussed at future meetings?</p>
<p><b>Additional comments?</b></p>	
<p align="center">Please complete this survey and <b>e-mail</b> to <a href="mailto:nb@csse.org">nb@csse.org</a></p>	