

**CSSE South Saskatchewan Chapter Executive Election Notification of Candidacy 2021**

Name:

Please select below your role of interest for the CSSE 2021 South Sask. election:

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| --- | --- |
| Chairperson | Vice Chairperson |
| Secretary | Director of Professional Development |
| Director of SE Sask. | Director of Special Events |
| Director of Website | Director at Large |
| Director of NAOSH |  |

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Please provide a brief description to the Chapter of your skills, training and/or experience that will aid you in fulfilling the responsibilities of the position and representing the Chapter Membership:

**Email completed forms to: pastchair.southsask@csse.org**

**Ryan Bast, CSSE South Sask, Past Chair, Elections Officer.**

Signature

Date

By signing this form, you confirm that you are currently a Member in good standing with the Canadian Society of Safety Engineering and desire to be a candidate for the indicated position within the CSSE South Saskatchewan Chapter Executive.

**\*The completed form must be received by the Chapter Elections Officer on or before May 21st 2021 as online voting will occur June 1s t- 4th**

**POSITION: Chairperson**

**TERM: 1 year (normally two year term, as position is available midterm)**

**REQUIREMENTS:** Individual must have sufficient organization and time management skills to perform duties as required. This individual must perform well as a team leader.

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

1. Be the chairperson at Chapter or special general meetings of the members and of the Executive Committee.
2. Actively participate as a member of the Executive Committee and co-ordinate the efforts of the other Executive Committee Members.
3. Be an ex-officio member of all standing and special committees.
4. Welcome all new members that join or transfer into the chapter when possible.
5. Ensure that an annual report of the Chapter’s activities is forwarded to the National office as per timeline of National requirement.
6. Act as the spokesperson for the Chapter.
7. Support the Chapters goals and objectives by ensuring initiatives are carried out and communicated to the members.
8. Ensure Chapter meetings and activities are organized and communicated.
9. Uphold the Bylaws of the Society within the business management guide.
10. Liaison with the National office and RVP as needed.
11. Issue certificates for executive members for designation maintenance.
12. Hold signing authority for the Chapter finances.

**POSITION: Vice Chair Person**

**TERM:** 2 years

**REQUIREMENTS:** Individual must have sufficient organization and time management skills to perform duties as required. This individual must perform well as a team player.

**MAJOR DUTIES:** The Vice Chair Person will:

1. Actively participate as a member of the Executive Committee and attend Executive Committee meetings on a regular frequency.
2. Be available to assist with or perform duties of the Chapter Chair if the Chair is absent or unavailable as described in chairperson roles above
3. Perform duties of any Executive Committee positions left temporarily vacant.
4. Administer the Chapter awards program and chair the selection committee.
5. Plan at least 1 chapter meeting per year.

**POSITION: Director of Professional Development (PD)**

**TERM:** 2 years

**REQUIREMENTS:** Individual must have sufficient organization and time management skills to perform duties as required. This individual will perform well as a team player.

**MAJOR DUTIES:** The Director of Professional development (PD) will:

1. Actively participate as a member of the Executive Committee and attend Executive Committee meetings on a regular frequency.
2. Coordinate the annual Professional Development day with assistance of all executive members.
3. Work with potential partners to obtain potential sponsorship for event
4. Be the bridge between event and speakers and obtain speaker bios and presentations in advance of PD day.
5. Ensure PD day brochure is developed and circulated in advance of PD day.
6. Ensure PD Day event date, times, and venue is communicated to the Executive and membership with sufficient notice.
7. Notify executive if there are issues with PD Day booking venue.
8. Plan at least 1 chapter meeting per year

 **POSITION: Secretary**

**TERM:** 2 year

**REQUIREMENTS:** Individual must have sufficient organization and time management skills to perform duties as required. This individual must be detail oriented and perform well as a team player.

**MAJOR DUTIES:** The Secretary will:

1. Actively participate as a member of the Executive Committee and attend Executive Committee meetings on a regular frequency.
2. Maintain the business records for the Chapter, including minutes of all Chapter or special general meetings of the members and of the Executive Committee Meetings held.
3. Responsible for meeting notices and event communication to the membership.
4. Ensure members are informed of the Chapter’s business such as election notices.
5. Plan at least 1 chapter meeting per year.
6. Communicate notices of meetings and events to CSSE members and webmaster to ensure website is current
7. Record minutes at CSSE meetings or find a designate if not available

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**POSITION: Director of NAOSH**

**TERM:** 2 years

**REQUIREMENTS:** Individual must have sufficient organization and time management skills to perform duties as required. This individual will perform well as a team player.

**MAJOR DUTIES:** The Director of NAOSH Activities will:

1. Actively participate as a member of the Executive Committee and attend Executive Committee meetings on a regular frequency.
2. Lead the planning for the annual NAOSH Week launch and events
3. Communicate with the chapter progress of NAOSH committee
4. Attend NAOSH event and ensure event is setup and ready to go as planned
5. Ensure advertising and promotional materials for NAOSH events are developed and other activities as required.
6. Assist in the promotion of Chapter and local NAOSH week activities throughout the Chapter.
7. Assist with other NAOSH events as required.
8. Plan at least 1 chapter meeting per year.

**POSITION: Director of Special Events**

**TERM:** 2 years

**REQUIREMENTS:** Individual must have sufficient organization and time management skills to perform duties as required. This individual will perform well as a team player.

**MAJOR DUTIES:** The Director of special events will:

1. Actively participate as a member of the Executive Committee and attend Executive Committee meetings on a regular frequency.
2. Plan and coordinate regular monthly Chapter activities including booking venues and following up with venues to ensure they are ready for event as requested.
3. Ensure event dates, times, and venues are communicated to the Executive and membership with sufficient notice.
4. Follow up with executive members to ensure they inform director of special events of meeting date requirements to ensure prompt booking.
5. Coordinate annual membership Years of Service pin ceremony
6. Notify executive if there are issues with booking dates due to special events.
7. Plan at least 1 chapter meeting per year

**POSITION: Director of Website**

**TERM:** 2 years

**REQUIREMENTS:** Individual must have sufficient knowledge of website and planning skills and be able to organize and perform other duties as required. This individual will perform well as a team player.

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

1. Update website with CSSE meetings and events as required
2. Actively participate as a member of the Executive Committee and attend Executive Committee meetings on a regular frequency.
3. Provides CSSE and Chapter information to new or potential members.
4. Plan at least 1 chapter meeting per year.
5. Provide assistance to the Chapter in other areas as need arises.

**POSITION: Director at Large**

**TERM:** 2 years

**REQUIREMENTS:** Individual must have sufficient organization and time management skills to perform duties as required. This individual will perform well as a team player. **Once you have served at least one term as a Director at Large it is recommended that you strive to fill an existing open role on the executive to allow new Directors at Large an opportunity to try this entry level position.**

**MAJOR DUTIES:** The Director at Large will:

1. Actively participate as a member of the Executive Committee and attend Executive Committee meetings on a regular frequency.

2) Provides CSSE and Chapter information to new or potential members.

1. Plan at least 1 chapter meeting per year.
2. Provide assistance to the Chapter in other areas as need arises.

**POSITION: Director of the Southeast Saskatchewan**

**TERM:** 2 years

**REQUIREMENTS:** Individual must have sufficient organization and time management skills to perform duties as required. This individual will perform well as a team player.

**MAJOR DUTIES:** The Director of the Southeast SK. will:

1. Actively participate as a member of the Executive Committee and attend Executive Committee meetings on a regular frequency.
2. Organize and coordinate activities in the southeast part of the province.
3. Promote the CSSE and Chapter to members and potential members in their area.
4. Chair events in the area and report activities to the Executive.
5. Regularly communicate with members and potential members in the area and promote CSSE
6. Provides CSSE and Chapter information to new or potential members.
7. Plan at least 1 chapter meeting per year.