

CSSE Accreditation Working Group (Education Committee)

| Mandate | |
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| The purpose of the Accreditation Working Group is to provide leadership and guidance as the CSSE pursues external accreditation for the CHSC program. | |
| Committee Structure | |
| The Working Group is convened by the Education Director as needed. Individual members will be assigned tasks and duties to complete between meetings. The timeline and workload for this Working Group is very ambitious and requires substantial commitment from volunteers. | |
| Benefits | |
| <ul style="list-style-type: none"> ▪ Be involved in CSSE’s flagship education program ▪ Opportunity to grow as a leader and policy advisor | <ul style="list-style-type: none"> ▪ Networking with active CSSE members ▪ Reduced registration fees for CSSE courses, after one year of service |
| Key Duties | |
| <ul style="list-style-type: none"> ▪ Establish a high level of understanding of the ICE1100 standard ▪ Conduct a gap analysis | <ul style="list-style-type: none"> ▪ Provide guidance regarding what documentation needs to be developed or revised to meet the standard ▪ Review, revise and recommend policies and procedures, documentation and controls for the CHSC program |
| Requirements | |
| <ul style="list-style-type: none"> ▪ Strong communication skills ▪ Demonstrated organizational skills ▪ Strong team building and Interpersonal skills ▪ Policy analysis and development ▪ Experience with accreditation ▪ Background in adult education and training | <ul style="list-style-type: none"> ▪ Be committed to the development and implementation of effective learner-centric occupational health and safety professional development courses and programs ▪ Preferably hold and maintain the CHSC designation, which includes CHSC (R)* and CHSC (LA) or other recognized Occupational Health and Safety Professional designation such as, CRSP, ROH, etc. or their equivalent |

Volunteer Profile

| Contact Information | |
|---|------------|
| First Name | |
| Last Name | |
| Designations | |
| Title | |
| Organization | |
| Phone (with area code) | |
| Email | |
| Member Since | |
| Member Category | |
| Chapter | |
| Volunteer Experience | |
| What previous experience do you have with CSSE and/or other not-for-profit organizations (i.e. volunteer roles, work experience, etc.)? | |
| | |
| Skill & Knowledge | |
| What skills and knowledge will you bring to this volunteer position? | |
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| What skills or knowledge would you like to develop/gain? | |
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| Please identify your top three strengths and top three challenges | |
| Strengths | Challenges |
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Areas of Interest

Please indicate your level of interest by rating the following with a 1,2 or 3. (1 is high, 3 is low)

| | | |
|---|---|--|
| <input type="checkbox"/> Accreditation | <input type="checkbox"/> Quality Assurance | <input type="checkbox"/> Program Development |
| <input type="checkbox"/> Policy Development | <input type="checkbox"/> Examination Development and Protocols | <input type="checkbox"/> Program Management |
| <input type="checkbox"/> Operational Procedures | <input type="checkbox"/> Adult Education and Training | <input type="checkbox"/> Program Evaluation |
| <input type="checkbox"/> Organizational Structure | | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Records Management | | |

Future Outlook

What is your goal within the CSSE volunteer leadership team, and why? (e.g. do you want to improve your skills in certain areas, do you want to become a part of the CSSE Board of Directors, etc.)

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Time Commitment

On average, how many hours are you able to commit each month?

Are there certain times of the year that are busier than others for you? If yes, please specify

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Are you able to make a two-year commitment?

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