

CSSE Instructor Search Subcommittee (Education Committee)

Mandate	
The purpose of the Instructor Search Subcommittee is to conduct search and hiring processes for CSSE course instructors and other education program instructors/SMEs as needed.	
Committee Structure	
The Subcommittee consists of up to five members, representing diverse areas of the country, for a two-year term with the option to extend. All members will be CSSE members who are currently employed or retired; at least one member will hold and maintain their CHSC; and at least one member should be bilingual, French and English. Members will not hold active appointments as CSSE instructors or be currently contracted to do work within the CSSE Education program.	
The Subcommittee meets at least once every 2 months from September to June, via teleconference. The Subcommittee will meet more frequently during a search.	
Benefits	
<ul style="list-style-type: none"> ▪ Be involved in CSSE’s flagship education program and in growing new programs ▪ Opportunity to grow as a leader 	<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"> ▪ Reviews and updates search, hiring, and onboarding policies and procedures annually ▪ Advises on new hiring processes for new CSSE educational programming ▪ Initiates job postings and RFPs at the direction of the Education Steering Committee or Education Director 	<ul style="list-style-type: none"> ▪ Conducts search, interview, and hiring processes ▪ Makes hiring recommendations to the Education Director
Requirements	
<ul style="list-style-type: none"> ▪ Strong communication skills ▪ Demonstrated organizational skills ▪ Strong team building and Interpersonal skills ▪ Be familiar with and supportive of the CHSC certification process and program ▪ Preferably hold and maintain a recognized Occupational Health and Safety Professional designation such as, CRSP, CHSC, ROH, etc. or their equivalence ▪ Preferably hold and maintain the CHSC designation, which includes CHSC (R)* and CHSC (LA) 	<ul style="list-style-type: none"> ▪ Knowledge of Adult Education and Training, including facilitation or instructional skills ▪ Be committed to the development and implementation of effective learner-centric occupational health and safety professional development courses and programs ▪ Have substantive experience in search, hiring, contracting processes including writing job descriptions and RFPs, as well as interviewing ▪ Bilingual, French and English, is an asset

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?	
What skills or knowledge would you like to develop/gain?	
Please identify your top three strengths and top three challenges	
Strengths	Challenges

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"/> Adult Education & Training	<input type="checkbox"/> Search Procedures	<input type="checkbox"/> Communications
<input type="checkbox"/> Instructional Skills	<input type="checkbox"/> Onboarding Procedures	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Interviewing	<input type="checkbox"/> Quality Assurance	
<input type="checkbox"/> Writing Job Descriptions		

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.)

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?
