

CSSE Standards Subcommittee (Education Committee)

Mandate	
The purpose of the Standards Subcommittee is to establish and maintain education policies, directives, procedures and practices for the Society.	
Committee Structure	
This Subcommittee consists of up to five CSSE members, representing all areas of the country, for a two-year term with the option to extend. At least one of its members should hold and maintain the CHSC designation, which include CHSC (R) and CHSC (LA). The Subcommittee will meet at least once every three months from September to June, via teleconference, and is currently meeting monthly.	
Benefits	
<ul style="list-style-type: none"> ▪ Be involved in CSSE’s evolving 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"> ▪ Makes recommendations for the establishment and maintenance of Occupational Health and Safety (OH&S) education program policies, directives, procedures and practices of the Education Steering Committee ▪ Is responsible for maintaining style guides, protocols, revision procedures, and evaluation tools 	<ul style="list-style-type: none"> ▪ Maintains the policies and procedures around the CHSC Maintenance program ▪ Recommends to the Education Steering Committee establishment of new and changes to existing policies ▪ Updates administrative procedures for education delivery
Requirements	
<ul style="list-style-type: none"> ▪ Strong communication skills ▪ Demonstrated organizational skills ▪ Strong team building and Interpersonal skills ▪ Policy analysis and development ▪ Be interested 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?	
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"/> Policy Development	<input type="checkbox"/> Adult Education & Training	<input type="checkbox"/> Communications
<input type="checkbox"/> Writing Procedures	<input type="checkbox"/> Style Guides & Templates	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Organizational Structure	<input type="checkbox"/> Infographics	
<input type="checkbox"/> Records Management	<input type="checkbox"/> Quality Assurance	

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

------------------	------------------

Are you able to make a two-year commitment?
