

CSSE Professional Development Conference Committee

Mandate	
The purpose of the Conference Committee is to set the strategic direction for CSSE's Professional Development Conference (PDC). The Conference Committee will be a decision-making body that ensures that the CSSE provides high quality programs, speakers and entertainment at the PDC that meets the professional development needs of CSSE members.	
Committee Structure	
A minimum of ten members in good standing representative of all regions. Meeting once at the PDC location prior to and monthly via teleconference for a two-year term with the option to reapply after a year lapse.	
Benefits	
<ul style="list-style-type: none"> ▪ Be involved in the premier OHS&E event for practitioners in Canada ▪ Reduced registration fees and accommodations at PDC 	<ul style="list-style-type: none"> ▪ Opportunity to grow as a leader ▪ Networking with active members in CSSE ▪ Facilitating one of the top benefits of membership
Key Duties	
<ul style="list-style-type: none"> ▪ Theme selection ▪ Speaker selection including reference checks ▪ Identification of potential sponsors and exhibitors ▪ Assistance in communicating and promoting the PDC ▪ Conference ambassadors ▪ Identification of new PDC programs, projects and strategies 	<ul style="list-style-type: none"> ▪ Meet speakers and moderate sessions at the PDC including introducing speakers and time keeping ▪ Promote the conference to ensure capacity registration ▪ Participate in conference evaluation and debriefing and provide recommendations and opportunities for improvement ▪ Regular attendance and participation at all meetings/teleconferences
Requirements	
<ul style="list-style-type: none"> ▪ Strong communication skills ▪ Overall organizational skills ▪ Relevant experience 	<ul style="list-style-type: none"> ▪ Strong teambuilding and interpersonal skills ▪ Strong network in their local community/ chapter/ city/ town/ province

Volunteer Profile

Contact Information	
First Name	
Last Name	
Designations	
Title	
Organization	
Phone (with area code)	
Email	
Address	
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.)? Please include the amount on time in each role.	
What are your current volunteer roles with CSSE if any and length of time in that position?	
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)

Sponsors Exhibitors Students Innovation Technology	Design Scheduling Education Conference Program Keynote Speakers	Marketing Entertainment Communications Mentorship Other: _____
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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
Are you able to make a two-year commitment?	
Are you available for travel?	