

## Volunteering with the CSSE

The CSSE relies on its volunteers to grow the association and create value to our members. There are many ways to be involved within the CSSE in a volunteer capacity. In your volunteer capacity with the CSSE, you will increase your knowledge and understanding of the organization, expand your professional network, grow personally as a leader and your time and experience as a volunteer will grow the organization and help shape the safety profession in Canada.

### Get Involved

There are many opportunities to get involved in the organization. These opportunities vary in roles, time commitments and interests allowing you to choose the best use of your volunteer time. Getting involved contributes directly to the success of the CSSE.

Before volunteering it is important to consider the time and travel required for each position.

To help you decide which opportunities align with the demands of your personal and professional life, please consider the color codes and tags.

Requires minimal travel and monthly meetings. Most meetings occur online and by teleconference. Time commitment is typically more than 10 hours a month.
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These roles require face-to-face meetings, conference calls and additional duties.

\*denotes a position that makes you eligible to stand for election on the national board of directors

Opportunity	Description / Mandate
Chapter Committee	Chapters are supported by members that assist with outreach to new members, outreach to the community, professional development and networking opportunities that are offered. This opportunity allows you to work closely with other OHS professionals in your region and strengthen your chapter.
Chapter Executive*	Chapters are led by members that oversee the operation of the chapter in accordance with the Chapter's charter. These positions can include Chapter Chair, Vice Chair, Secretary and Treasurer. This opportunity allows you to work closely with other OHS professionals in your region and strengthen your chapter.
Awards Committee	The mandate of the national committee is to identify, develop, implement and/or improve on the CSSE Awards Program, including Awards of Recognition, Student Bursary and Student Writing Awards. The Committee reviews all nominations

		submitted for national award programs and select those persons and//or organizations deserving of national recognition. The term is for a period of two years.
Communications Committee		<p>The purpose of the national committee is to identify current communication processes within the Society and make recommendations for improvements for both internal and external communications. The committee will strive to develop improved strategies to improve the communications process.</p> <p>The committee is responsible for all of CSSE's publications and consists of several working groups in addition to the national committee. The term is for a period of two years.</p>
Conference Committee		<p>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. The Conference Committee will assist with recruitment of exhibitors and sponsors.</p> <p>The Conference Committee will set the PDC program's strategic and operational plans in a manner that is timely and consistent with the goals of the Society.</p> <p>The term is for a period of one year.</p>
Education Committee		<p>The National Committee will strive to meet the professional development needs of CSSE members and promote the value of membership in the Society. The purpose of the Committee is to set the strategic direction for CSSE's education program. The Committee will be a decision-making body that ensures the organization provides high quality education programs that meet the professional development needs of CSSE members.</p> <p>The Committee will set the education program's strategic and operational plans in a manner that is timely and consistent with the goals of the Society.</p> <p>This committee consists of several working groups in addition to the national committee. The term is for a period of two years.</p>
Member		The mandate of the national committee is to identify, develop,

Relations Committee		<p>implement and/or improve on the member relations processes within the CSSE and make recommendations to the Board for improvement of internal and external members relations. The Committee will also act upon the direction of the Board and support the CSSE's overall strategic plan.</p> <p>The Committee will strive for the continual improvement of relations with the membership by developing strategies and recommending to the CSSE the implementation of such.</p> <p>The term is for a period of two years.</p>
NAOSH Week Committee		<p>The NAOSH Week Committee makes recommendations to the CSSE Board of Directors for the development, coordination, administration and evaluation of the Canada-wide NAOSH Week Program.</p> <p>The goal of NAOSH Week is to focus the attention of employers, employees, the general public and all partners in occupational safety and health on the importance of preventing injury and illness in the workplace, at home and in the community.</p> <p>The Committee is responsible for:</p> <ul style="list-style-type: none"> <li>• Submitting recommendations to the CSSE Board of Directors for the advancement of NAOSH Week in Canada.</li> <li>• Providing regional representation/input - to be the regional "voice" - to a national program.</li> <li>• Planning the national Canadian Launch</li> </ul> <p>The term is for a period of two years.</p>
Outreach Committee		<p>The mandate of the Outreach Committee is to provide leadership and identify opportunities to position CSSE as a national leader and voice of the safety profession and in shaping the future of the profession in Canada. This support will include the development of engagement and sustainability opportunities, the effective engagement of stakeholders and alignment with recognized international standards and organizations.</p> <p>This committee consists of several working groups in addition to the national committee. The term is for a period of two years.</p>
National		The chair of a national committee is responsible to the overall

Committee Chair*		<p>leadership each particular committee, with the exception of Education, which is an elected position. The chair will preside each meeting, work the the board liaison and provide a link between the committee and its various working groups, where applicable.</p> <p>The term for chair positions are a period of one year, with the opportunity to extend for an additional year. Chairs need to have been a member of the committee prior to being named chair.</p>
Board of Directors*		<p>The board of directors consists of 10 positions:</p> <ul style="list-style-type: none"> <li>• 5 regional vice presidents</li> <li>• education director</li> <li>• secretary</li> <li>• vice president</li> <li>• president</li> <li>• past president</li> </ul> <p>Each position is elected for a period of two years, with the exception of vice-president. The vice president serves two years in this role before coming the president for two years, and then past president for an additional two years. The requisites for serving in these positions are laid out in the bylaws of the society and are elected in the spring of each year.</p>

\*\* each opportunity should link to a committee page (will give you this info next)

\*\* Have link to application page – which should be a fillable online form