



CSSE

Canadian Society of Safety Engineering
Pacific Rim Chapter

Canada's Premier Organization for Health and Safety Professionals

www.csse-pacific-rim.org

OPERATIONS MANUAL

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PACIFIC RIM CHAPTER OPERATIONS MANUAL

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1. Our Organization

History

CSSE was founded in 1949 by a small group of dedicated individuals drawn together in the common cause of accident prevention. It grew from a provincially-based organization to become Canada's largest national and most established professional organization for health and safety practitioners. Today, we have over 5,000 members across Canada, the United States, and around the world working together to enhance the health, safety and environmental profession.

Board of Directors

CSSE is self-governed by a board of voluntary directors elected by the membership. The Board is comprised of four Executive Officers (President, Vice-President/Treasurer, Immediate Past President and Secretary), one Education Director and five Regional Vice Presidents. The Executive Director serves in an ex-officio, non-voting role.

The Board is responsible for the overall direction and operation of CSSE on a national level, and establishes and implements policies and procedures to advance the objectives of the Society. All levels of the Society are supported by AssociationsFirst, a management firm, based out of Toronto, Ontario.

As an organization, CSSE shapes the safety profession in Canada by working with its members and partners.

This is achieved by...

- *Connecting with Chapters and Members*
- *Defining the Profession*
- *Innovating through Professional Development*
- *Being The Voice of the Safety Profession*
- *Being a Resource for Research and Information*
- *Leading our Members with Good Governance and Succession*

Membership is open to those employed in, interested in or concerned with the profession of safety, loss prevention or its associated disciplines. The Pacific Rim Chapter has over 100 members and is one of eight chapters belonging to the British Columbia/Yukon Region. The Chapter covers all members living or working on Vancouver Island.

The Pacific Rim Chapter of the CSSE serves the diverse needs of its members by promoting professionalism and the exchange of information among its members and educating the community on the value of loss prevention and safety.

2. Pacific Rim Chapter New Member Welcome

The National CSSE office notifies the Pacific Rim Chapter Chair when a new or transferring member joins our Chapter.

Upon receipt of such notification, the Membership Director or delegate will formally contact the new Chapter member and extend a "welcome" to the individual. This helps make the person feel welcome



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to the CSSE and the Chapter and can provide an initial point of contact and some preliminary information, e.g. when the Chapter meets and what typically goes on at a Chapter meeting.

A sample letter is shown in Appendix 1 – *Sample New Chapter Member Welcome Letter*.

3. Chapter E-mail Correspondence

Much of the Chapter's correspondence to members, other interested parties, employers, etc., is conducted via e-mail. Consequently, the image of the Pacific Rim Chapter and the CSSE as a whole, portrayed via this medium, can range from positive to negative, depending upon how e-mails are crafted.

The goal of the Chapter Executive is to portray a positive image in its e-mail correspondence. A positive image can accomplish the following:

- Convey professionalism.
- Provide a consistent image.
- Demonstrate a command of proper business etiquette.

This positive image will be accomplished by:

- Use of an e-mail banner(s) including the use of the CSSE logo.
- Following reasonable e-mail etiquette.
- Reviewing e-mail before clicking "*Send*" and asking a few simple questions,
 - "*Does this reflect a positive image of the Chapter, of CSSE and me?*"
 - "*Does the 'Subject' heading accurately reflect the subject matter/topic of the communication?*"
 - "*Am I copying to 'the world', [Reply to All] or to just those who need to be copied?*"
 - "*Do I understand and apply the concept of 'To ...', meaning the person(s) expected to respond to the e-mail, and, 'Copy to ...' meaning to who the information is being shared, but are not expected to respond.*"

The Pacific Rim Chapter will put its best efforts to communicate with our members through our Facebook and LinkedIn social media pages, website and membership emails.

Email correspondence sent to the entire Chapter membership shall be sent using BCC (blind carbon copy) so that the email addresses are not displayed to everyone.

4. CSSE Awards & Recognition Process

The CSSE Awards & Recognition Program is designed to acknowledge service and recognize achievement at all levels of the organization thereby providing a means for showcasing CSSE's broad people talent.

With a small investment in effort, participating in this process provides a Chapter with an excellent means of saying "Thank-you" to members and groups of members who have given of themselves to promote and improve the profession and the ideals for which it stands.

Details of the various types and levels of the awards and recognition program can be accessed through the Members Area of the CSSE web site at: <http://www.csse.org/private/content/networking/index.asp>



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5. CSSE Course Offerings Process

Opportunities for Delivering CSSE Courses

There are two methods by which CSSE courses are offered:

1. Those course offerings announced in an annual schedule of courses (usually published by National in September in the prior year) that the CSSE National office organizes and presents, and
2. Those course offerings that the Pacific Rim Chapter and/or the CSSE National office jointly organize and present.

CSSE Office Organized Courses

These courses are managed by the CSSE National office; there may be limited Chapter involvement, such as helping promote the course offering to regional members and other interested parties.

Chapter & CSSE Office Organized Courses

The Pacific Rim Chapter typically spearheads these courses based on its knowledge of regional/local interest in a particular course offering within that region. This method typically involves joint efforts with the Chapter managing a good part of the logistics. The benefit of this method for the Chapter is that a cost sharing formula is used that, subject to the number of participants and the extent that the Chapter can offset some of the expenses associated with presenting a course, there can be financial gain for the Chapter.

How many participants are necessary?

The minimum registration threshold, generally speaking, is 10 people. There is some flexibility in this number, in circumstances where some costs can be minimized and/or eliminated. For example, if the instructor lives close to where the course is to be offered, some of the costs may be reduced or eliminated altogether, e.g. travel costs. However, it is best to proceed with the idea of having a minimum of 10 people, to ensure better financial results and a more interactive, participative class.

What is the process for organizing a local course?

It certainly is wise to have an indication of interest prior to confirming the course with the National CSSE office; however, it is not necessary to wait before some preliminary planning is done.

- Establish tentative dates between the National CSSE office and the Pacific Rim Chapter.
- The National CSSE office checks with instructor(s) as to their availability on those tentative dates.
- The National CSSE office confirms course dates with the Chapter.
- Pacific Rim Chapter actively promotes and pursues registrations.

The understanding is that, should the required number of people not be registered by 10 days prior to the first day of the course, the course is cancelled.

Further details about the CSSE's Chapter Sponsored Training Program.

- The Chapter is responsible for the costs associated with the facility, food & beverage and audio-visual equipment; the Chapter also handles all registration logistics and communicates participant information to the National CSSE Office.



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- National CSSE is responsible for the instructor's honorarium, travel & lodging costs and all course materials; the National CSSE Office may assist with advertising or promoting the course.
- The cost to the Chapter would be \$5,000 and, under this program, the profits are shared 50/50.
- Contact the National CSSE office for details regarding current CSSE registration fees charged to the course participants.
- The course fee is the regular Member (or Non-member) fee, but the Pacific Rim Chapter may provide a rebate to its members to encourage participation.

Pacific Rim Chapter sponsored programs are dependent on the availability of course instructors. In addition, a Chapter-sponsored program or course cannot be held in the same city or vicinity three months before or three months after an identical course published in the annual course schedule.

6. New Chapter Executive / Board Member Orientation

With time, there will always be changes within a Chapter's executive membership and standing/special committee structure.

Helping new Chapter executives and standing/special committee directors come up to speed on Chapter business management allows for smooth transition during changes.

In accordance with the Pacific Rim Chapter's election processes, the Chapter Chair will communicate the results of the election to the successful candidate. During this communication the Chair will advise the new Chapter Executive of the orientation process and the expectation to attend the next Chapter Executive Committee meeting.

The Chapter Chair will send a copy of the most current version of the Pacific Rim Chapter's By-Laws and Operations Manual to the new Executive Committee member or Board member so that it is received in advance of the next Chapter Board meeting.

The new Executive Committee member or Board member is expected to conduct an initial review of the information provided and create a list of questions or areas for additional clarification.

A member of the Executive Committee will be assigned to conduct the orientation of the new Executive or Board member.

The orientation will be completed before the next Chapter Board meeting.

The content of the orientation will include such items as are appropriate to the role of the new Chapter Executive or Board member. A sample form for conducting orientations is detailed in *10A, CSSE Chapter Executive Committee Member Orientation & Checklist*.

7. Chapter Seminar Costs

The Pacific Rim Chapter incurs costs associated with providing educational events, such as breakfast meetings and luncheon seminars, professional development conferences/seminars, etc. Typical costs may include:

- Meal service;
- Presenter gift(s);



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- Rental expenses, e.g. projection screen;
- Facility rental;
- Presenter expenses;

At these seminars, the Pacific Rim Chapter recoups these costs by charging attendees based on whether they are a CSSE member or a non-member. This charge is arrived at by adding a small percentage markup to a Chapter's actual cost as a means of covering the cost of meals, presenter gifts, etc. and a small amount of profit revenue that goes into our Chapter's financial/bank account.

For such events our Chapter may be charged for all meals requested, with a cancellation cut-off 24 hours prior to the event. In such cases, the Pacific Rim Chapter routinely explains to our members and non-members that if they do not provide 24 hours' notice of a change in their previously stated intention to attend an event, that they will be charged the cost of attending regardless. This fact notwithstanding, our Chapter still experiences cases whereby it is charged for meals for "no-shows" [who have not provided notice] and who do not reimburse the Chapter for these costs. Additionally, the Pacific Rim Chapter sustains a loss of revenue when individuals attend an event, ask to be invoiced and then neglect to pay their debt.

The CSSE and by extension, its Chapters, is a not-for-profit organization and cannot reasonably be expected to absorb such losses. Therefore, effective January 20, 2014, the date that the Executive Committee approves the Operations Guideline on this subject, the following process will take effect regarding this subject:

- The Pacific Rim Chapter will continue to remind members and non-members of the expectations regarding costs and payment for the provision of educational events, such as luncheon seminars, professional development conferences/seminars, etc.
- The preferred method of payment by all attendees at such events is cash, cheque or on-line payment through the Pacific Rim Chapter website.
- Members and Non-members must pre-register for an event and pay on-line upon registering. In some circumstances registration may be accepted at the door prior to the event commencing provided the event accepts at the door registration and the member has no outstanding debt with the Chapter.
- Registered members or non-members that fail to show up or do not pay prior to the event commencing will be invoiced for the monies owing.

8. Recognition of Presenters

The Pacific Rim Chapter relies on a variety of individuals for providing quality information at Chapter educational functions, such as luncheon seminars, professional development conferences/seminars, etc.; presenters typically support these educational endeavors on a volunteer basis, without remuneration.

As a token of our Chapter's appreciation and as a means of recognizing presenters, the Chapter may choose to cover the cost of a presenter's meal(s) and provided them with a gift.

The Pacific Rim Chapter executive have decided that a VISA or Mastercard gift card in the amount of \$25 is the preferred recognition gift.

The ideal time to present such recognition would be immediately following the presentation.



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In cases where the subject being presented is through a panel of presenters, i.e., 2 or more, a gift of \$25 for each presenter may not be reasonable from a financial viewpoint and finding a way to recognize presenters in this scenario while remaining within established guidelines will be the decision for the Executive Committee.

Alternatively, or additionally, a “thank-you” letter to a presenter may be in order. A sample letter is shown below in Appendix 2, *Sample Speaker/Presenter Thank-you Letter*.

9. Expectations & Guidelines for Presenters

Presenters are expected to:

- Provide a short outline of their presentation, as soon as possible, for inclusion in a Chapter’s communication to members and attendees;
- Provide a brief biography a week in advance of their presentation;
- Provide high-quality handouts to participants; the Pacific Rim Chapter can assist with this, within reason;
- Share openly their knowledge, experience, skills, and creativity with participants;
- Agree to a high quality audio visual presentation.
- Provide their own AV equipment for presentations.
- Make no substantive changes in content once the topic and general content have been agreed to, without the approval of the Meeting and Events planner;
- Agree to refrain from marketing their own products or services, as part of their presentation.

Presenters are expected to plan their presentation with the following points in mind:

- Use concrete examples;
- Share hints/tools/methods that participants can take back to their workplaces and put to use;
- Do not focus exclusively on theory - use live examples or case studies to demonstrate practical applications;
- Use best practices, including a variety of opinions.
- If they wish to use on-screen projection for their presentation, provide the materials via e-mail one (1) week in advance of their presentation.

Below in Appendix 3, *Sample Speaker/Presenter Request Letter* identifies a method for communicating expectations and guidelines for speakers/presenters.

10. Vendor Activities at Chapter Events

Periodically, vendors of safety & health related goods and services wish to share information regarding their products with Chapter members and other interested parties attending Chapter functions. Such sharing can be of mutual benefit.

The Pacific Rim Chapter Board of Directors supports such sharing of information, subject to the following guidelines:



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For vendors who are CSSE members.

- Current members in good standing may share information free of charge; any event attendance costs still apply.
- Must obtain permission from the Executive Committee in advance of the event date.
- May be provided with a minute or two to introduce their goods or services to the event attendees in a manner that does not disrupt or detract from the function; event attendees may ask questions during any informal segments of the function.
- Vendors are responsible for any set up and take down and ensuring that they return the venue to the condition in which they found it.

For vendors who are not CSSE members.

- For those who are not CSSE members, a fee of \$100 is charged for the opportunity to share their information with event attendees; any event attendance costs still apply.
- Must obtain permission from the Executive Committee in advance of the event date.
- May be provided with a minute or two to introduce their goods or services to the event attendees in a manner that does not disrupt or detract from the function; event attendees may ask questions during any informal segments of the function.
- Vendors are responsible for any set up and take down and ensuring that they return the venue to the condition in which found it.

Vendors wishing to obtain more information regarding this opportunity can contact the Chapter Chair at info@csse-pacific-rim.org

11. Duty of Care & Chapter Functions

The Pacific Rim Chapter periodically engage people (“subject matter experts”) to present to its members and other interested people, on a variety of topics of interest to the Chapter. This is a laudable endeavor, although it does bring with it, the potential for somebody claiming that they were harmed by the application of the information presented at a Chapter presentation.

12. Member Feedback and Input

The Pacific Rim Chapter’s Executive recognizes the value of feedback from our members and may periodically request such at official Chapter gatherings, e.g. luncheon seminars.

An alternative method of gathering information to assist a Chapter in developing programs and activities for its members and other interested parties would be a survey. A sample survey is shown as 7A, *Sample Chapter Survey Form*.

13. Chapter Website/Social Media Presence

The Pacific Rim Chapter will maintain a website to promote the Society, local and National learning events, NAOSH and the annual Professional Development Conference.



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In some situations, your online communications and activities may be considered marketing. This may be helpful in generating new business. However, be careful to comply with professional rules. Avoid being misleading, confusing, or deceiving. Use verifiable, accurate, and demonstrably true information in any situation where you market the society's services. Remember that the marketing must also be in the best interests of the public and consistent with a high standard of professionalism.

Be Consistent

When you participate in an online site, whether commenting on a blog or posting your status, consider how you can create a permanent record of that activity. Whether it means printing off or making an electronic copy of a blog posting, or exporting your online status comments, you should be prepared to show what your online activities were where they relate to the Chapter. This may be particularly important if you have unintentionally created a client relationship and it raises a conflict, or the user has relied on the information you posted.

The Chapter has an online presence in a number of social networking sites, including [Facebook and LinkedIn, etc.]. If you would like to link to, "friend", or otherwise connect to the Chapters presence from your personal account on those sites, feel free to do so. When your own online networking is personal, rather than related to the firm, do not feel obligated to link your profile to that of the firm.

14. Chapter Sponsorship

One of the programs we are establishing is a sponsorship program for companies and/or organizations that will allow them to present their products or services to a body of safety professionals that have a direct influence on the use or purchase of these products and services. In addition, the Chapter is offering student sponsorship packages for companies or individuals that will provide BCIT students, encountering financial hardship, a financial break and allow them to attend monthly meetings.

Meeting Sponsorship

The Pacific Rim Chapter is offering companies / organizations / vendors the opportunity to sponsor a monthly meeting. Sponsorship will allow the sponsor to receive recognition for their sponsorship, showcase their products and/or services, and address the members. The sponsors have the option of choosing one of two levels that provide specific benefits for each level.

Gold Sponsor – \$1,000.00

- Banner on the CSSE LMC website 'Homepage' with a link to the sponsor's website for a period of 90 days.
- Signage at the door of the sponsored meeting highlighting sponsor's name and/or logo.
- Exhibit table at the entrance to display products and/or services as well as the opportunity to place brochures on the dinner tables.
- An introduction as the meeting sponsor and an opportunity to address the members for 15 minutes regarding your products and/or services.

Silver Sponsor – \$500.00

- Banner on the CSSE LMC website 'Homepage' with a link to the sponsor's website for a period of 30 days.
- Signage at the door of the sponsored meeting highlighting sponsor's name and/or logo.



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- Exhibit table at the entrance to display products and/or services as well as the opportunity to place brochures on the dinner tables.
- An introduction as the meeting sponsor and an opportunity to address the members for 10 minutes regarding your products and/or services.
- The sponsorship funds will provide the Chapter with the opportunity to seek out and schedule high quality speakers that charge a fee and expense package currently beyond the Chapter budget. These funds may also allow the Chapter to develop relevant and member requested training programs that may involve outside instructors or speakers.

15. Pacific Rim Chapter Board of Directors

Director of Meetings and Events

The Director of Meetings and Events shall:

- Report to the Chair and sit as a member on the Board of Directors;
- Head the Meetings and Events committee for planning and hosting all Chapter events.
- Create a list of potential speakers for meetings and present to the Executive for approval.
- Ensure that speakers are booked for each meeting and that their bio and topic are available to be posted on the website.
- Create a list of ideas including tours and social events for the Chapter.
- Provide details of events to the Communications and Website Director for posting on the website.
- Ensure that registrations are sent out and received and that receipts and outstanding invoices are issued.
- Prepare a budget for all events and present it to the Executive for approval.
- Prepare and submit documentation to the Treasurer at the completion of the event.

Meetings and Events Committee Members duties may include but are not limited to;

- Help find current topics and speakers for meetings,
- Help find and organize events and tours for the Chapter,
- Help coordinate and host meetings and events,
- Act as a greeter at all meetings and events.
- Act as a welcoming committee for new members,
- Assist with developing membership surveys

NAOSH Sub-Committee

- Report to the Chair and sit as a member of the Board of Directors.
- Leads the NAOSH committee. Planning for the week starts as early as September. NAOSH Week is held during the first week of May.
- Ensures that registrations for NAOSH events are sent out and that receipts or outstanding invoices are issued.
- Put together a budget for NAOSH and present it to the Executive.
- Submit all documentation to the Treasurer at the completion of the event.
- Ensure all NAOSH information, promotion, registration, etc. is compiled and available to be posted on the website.



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- Prepare a budget for all events and present it to the Executive for approval. Prepare and submit documentation to the Treasurer at the completion of the event.

NAOSH Committee Members duties may include;

- Sitting on any of the sub-committees of which may include; NAOSH Seminar; Student Safety Initiatives; Public Awareness Initiatives.
- Planning the seminar event includes: arranging topics and speakers; planning and coordinating the trade show; solicitation for sponsorship; brochure and marketing; website information and promotion; assisting during the day of seminar.
- Planning the Student Safety Initiative includes: working with high schools in the region; coordinate school presentations; partner with Skills Canada.
- Planning the Public Awareness Initiative includes: working with safety associations, government, organizations and private companies to promote and recognize safety within companies, homes and communities.

Director of Membership

The Director of Membership shall:

- Report to the Chair and sit as a member of the Board of Directors;
- Will receive updates from CSSE National on new, reinstated and expired members.
- Maintains database of membership records and updates member contact information in the web site.
- Update and maintain new member welcome letter.
- Contact and send out welcome letters to new members.
- Assist National as required to notify Chapter members whose memberships are going to lapse.
- Send out approved surveys to the membership soliciting their feedback.
- Reports membership records and status to the Secretary.
- Provides CSSE membership welcome letter or other CSSE information to new or potential members.

Director of Professional Development

The Director of Professional Development shall:

- Report to the Chair and sit as a member of the Board of Directors.
- Plan and coordinate all educational sessions for the Pacific Rim Chapter.
- Develop a list of potential educational topics and present it to the Executive.
- Ensure that registrations are sent out and received and that receipts or invoices are issued in conjunction with Meetings and Events Director.
- Create a budget for all educational sessions and present to the Executive.
- Submit all documentation to the Treasurer at completion of the event.
- Ensure all educational handouts or information is compiled and available to be posted on the website.
- Assists with receiving payments at membership meetings and Chapter events.

CRSP/CSP Study Group Committee Members duties may include;



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- Helping coordinate group schedule, location, communication, etc.
- Review and improve format of the study group,
- Assist with finding members to facilitate study sessions,
- Help facilitate study sessions,
- Organize and maintain study material and resources.

Director of Communications and Website

The Director of Communications and Website shall:

- Reports to the Chair and sit as a member of the Board of Directors.
- Update and maintain the Pacific Rim Chapter website.
- Lead the Communications committee.
- Ensure that information requests are directed to the appropriate Executive member.
- Prepare a budget and present it to the Executive for approval.

Communication Committee Members duties may include;

- Helping to build, update and maintain the website,
- Convert files so they can be posted to the website.



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APPENDIX 1

Sample New Pacific Rim Chapter Member Welcome Letter

(On CSSE Chapter Letterhead paper)

Hello {};

On behalf of our executive team, welcome to the **Pacific Rim chapter of the CSSE!**

Our Chapter executive is as follows:

| | |
|----------------------|-----|
| Chapter Chair | < > |
| Vice-Chair | < > |
| Secretary | < > |
| Treasurer | < > |

You'll have plenty of opportunities to get to know your chapter executives as one or more of them are typically in attendance to facilitate meetings or events we host. Meetings are always held on the second Wednesday of every month, unless we notify otherwise (chapter meetings are suspended during the months of July, August and December).

We are planning our schedule of events for 20__, and are anticipating a busy year, with meeting topics that will reflect current industry trends and enhance your experience of chapter membership. Please stay tuned, as we will send out updates by email to all members early in the new-year to ensure you are informed of upcoming activities. In the meantime, you can visit the Pacific Rim chapter website at www.csse-pacific-rim.org to view notices of upcoming events.

Are you looking for opportunities to volunteer? We have a number of committees that support the chapter and executive team. They are: Meetings & Events, Communications, Membership, Association Relationships, and NAOSH. These committees are open to volunteers at any time, and present a great avenue for you to get more involved with the Chapter and expand your networking opportunities!

If you have questions, or would like more information about the chapter, please feel free to reply to this e-mail or contact me directly at info@csse-pacific-rim.org.

Best regards,
Chapter Chair
CSSE Pacific Rim Chapter



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APPENDIX 2

Sample Speaker/Presenter Thank-you Letter

(On CSSE Chapter Letterhead paper – found in the appendices)

<Date>

Dear <Name>;

On behalf of the Canadian Society of Safety Engineering; Pacific Rim Chapter, I wish to thank you again for taking time out of your busy schedule to work with and educate the members of the CSSE regarding <topic>.

It became clear through your presentation that you are passionate about your work and the need for education surrounding <topic>. I spoke with several members after the presentation who had voiced very similar comments.

<If a gift is included with this letter, then reference that in closing.>

Yours truly,

<Name>

Meeting and Events Director
CSSE Pacific Rim Chapter
www.csse-pacific-rim.org



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APPENDIX 3

Sample Speaker/Presenter Request Letter

(On CSSE Chapter Letterhead paper)

<Date>

Dear <Name>;

As a follow up to your conversation with <Name>, I am writing on behalf of the Pacific Rim Chapter of the Canadian Society of Safety Engineering (CSSE).

Our society is made up primarily of safety and health professionals from various industries located in and around Pacific Rim. As safety and health professionals, we all share a common interest in keeping our skills and knowledge base current with changing trends and technology that affect our industries, both directly and indirectly. This is the reason for my letter to you.

As Director of the Meetings and Events of the Chapter's Board of Directors, it is one of my responsibilities to coordinate guest speakers for our periodic seminars. I think that your expertise would be of great interest to our members. Our meetings are held <details as to when events are held> and we meet at <location of meetings or a specific venue>.

We appreciate if you could be available to speak for approximately 45 minutes, (including time for questions at the end) at our luncheon/breakfast meeting/seminar on <date> on the subject of <Topic of Presentation>. You will of course be invited as our guest for the meal provided as part of the event; your presentation would start at approximately <time>.

Would you please confirm acceptance of our invitation. I would be pleased to answer any questions you may have; I can arrange for necessary resources, such as a computer generated projection and/or handouts of your presentation. I have also attached the CSSE's expectations and presenter's guidelines for your reference. I can be reached at <phone number> if there are any questions.

Yours truly,

<Name>

Meetings and Events Director
CSSE Pacific Rim Chapter
www.csse-pacific-rim.org



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APPENDIX 4

CHAPTER CHAIR - EXECUTIVE POSITION DESCRIPTION

POSITION: Chapter Chair
TERM: Two years

PRIMARY RESPONSIBILITY:

To be the chief executive officer and exercise general supervision over the activities of the Chapter in a manner that is timely and consistent with the goals and policies as set out in the minutes of meetings or in the By-laws of the organization.

MAJOR DUTIES:

The Chapter Chair will:

- 1) Be the presiding officer at Chapter or special general meetings of the members and of the Executive/Board Committees.
- 2) Direct the efforts of the other Executive Officers and Board Members.
- 3) Be an ex-officio member of all standing and special committees.
- 4) Appoint a Director for each of the standing and special committees and such other members as may be required.
- 5) Ensure that an annual report of the Chapter's activities is forwarded to the National office.
- 6) Act as the spokesperson for the Chapter.
- 7) Support the Society's goals and objectives by ensuring initiatives are carried out and communicated to the members.
- 8) Ensure Chapter meetings and activities are planned annually and call extraordinary meetings when necessary.
- 9) Send out quarterly newsletters that communicate to members the activities and planned events for the Chapter.
- 10) Uphold the Bylaws of the Society.
- 11) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.

REPORTS TO: Chapter membership and National's Executive
DIRECT REPORTS: Chapter Executive Officers
Directors of all Standing and Special Committees



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VICE CHAIR - EXECUTIVE POSITION DESCRIPTION

POSITION: Vice-Chair

TERM: Two years

PRIMARY RESPONSIBILITY:

The Vice Chair shall assist the Chapter Chair and exercise general supervision over the activities of the Chapter in a manner that is timely and consistent with the goals and policies as set out in the minutes of meetings or in the By-laws of the organization.

MAJOR DUTIES:

The Vice-Chair will:

- 1) Be a member of the Executive Committee.
- 2) Fulfill the duties and exercise the powers of the Chapter Chair in his/her absence.
- 3) Represent the Executive Committee at designated standing or special committee meetings.
- 4) Undertake periodic reviews of the Chapters by-laws and policies to ensure they are consistent with the needs of the Chapter.
- 5) Coordinate the annual financial review process.
- 6) Administer the Chapter Awards Program.
- 7) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.
- 8) Perform other such duties as may be assigned by the Executive Committee.

REPORTS TO: Chapter Chair



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SECRETARY - EXECUTIVE POSITION DESCRIPTION

POSITION: Secretary

TERM: Two years

PRIMARY RESPONSIBILITY:

To assist in the management and direction of the Chapter in a timely manner that is consistent with the goals and policies of the Society, with particular attention to the recording of meetings and activities of the Chapter.

MAJOR DUTIES:

The Secretary will:

- 1) Be a member of the Executive Committee.
- 2) Maintain the business records for the Chapter, including minutes of all meetings held and membership records.
- 3) Complete and submit the Chapter's annual report with the National office.
- 4) Ensure meeting notices and event communication is sent out to the membership.
- 5) Establish methods to ensure members are informed of the Chapters business.
- 6) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.
- 7) Perform other such duties as may be assigned by the Executive Committee.

REPORTS TO: Chapter Chair



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TREASURER - EXECUTIVE POSITION DESCRIPTION

POSITION: Treasurer

TERM: Two years

PRIMARY RESPONSIBILITY:

The Treasurer shall assist in the management and direction of the Chapter in a manner that is timely and consistent with the goals and policies as set out in the minutes of meetings or in the By-laws of the organization. Particular emphasis shall be given on the financial operation of the Chapter.

MAJOR DUTIES:

The Treasurer will:

- 1) Be a member of the Executive Committee.
- 2) Oversee the financial responsibilities of the Chapter.
- 3) Submit an annual budget for the approval of the Executive Committee at the annual Executive Planning Meeting.
- 4) Provide the Board Members with regular financial reports.
- 5) Coordinate the annual report of the Chapter's financial records.
- 6) Provide Chapter Members with a financial report during the Annual General Meeting.
- 7) Provide annual revenue, expense and account balance figures to the Chapter Secretary so they can be included on the annual report to National Office.
- 8) Establish and maintain banking arrangements that require cheques to have two signatures.
- 9) Ensure that all standing or special committee's supply budgets and reports as and when required.
- 10) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.
- 11) Perform other such duties as may be assigned by the Executive Committee.

REPORTS TO: Chapter Chair



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PAST CHAPTER CHAIR - EXECUTIVE POSITION DESCRIPTION

POSITION: Immediate Past Chapter Chair
TERM: Until presiding Chair is elected out of Office

PRIMARY RESPONSIBILITY:

The Immediate Past Chair will act as a non-voting ex-officio member of the Executive Committee. Their role shall be to assist with the continuity of Chapter operations by offering advice to the Chapter Chair and coordinating succession planning.

MAJOR DUTIES:

The Immediate Past Chapter Chair will:

- 1) Be an ex-officio member of the Executive Committee with no voting privileges.
- 2) Plan and coordinate the Chapters election process and ensure all Board positions are appropriately filled.
- 3) Perform such other duties as may be assigned by the Executive Committee.
- 4) Promote the Canadian Society of Safety Engineering to potential members and other interested parties.


REPORTS TO: Chapter Chair.



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APPENDIX 5

Pacific Rim Chapter Board Member Orientation Checklist

| | |
|---|--|
|  | Name: _____ |
| | Date: _____ |
| | Board Position Title: _____ |
| Actions and Items for Discussion | |
| 1 | Invite new member to next Chapter Executive Committee meeting. <input type="checkbox"/> |
| 2 | Pacific Rim Chapter By-Laws and Operating Guidelines sent and received. <input type="checkbox"/> |
| 3 | Pacific Rim Chapter By-Laws and Operating Guidelines reviewed. <input type="checkbox"/> |
| 4 | Chapter Executive Committee Roles and Responsibilities |
| | i. Chapter Chair <input type="checkbox"/> |
| | ii. Vice-Chair <input type="checkbox"/> |
| | iii. Secretary <input type="checkbox"/> |
| | iv. Treasurer <input type="checkbox"/> |
| | v. Other Chapter positions <input type="checkbox"/> |
| 5 | Chapter Standing/Special Committee Roles and Responsibilities |
| | i. Explanation of sub-committees <input type="checkbox"/> |
| 6 | Key Documents |
| | i. Chapter By-Laws and Operating Guidelines <input type="checkbox"/> |
| | ii. Chapter Policies <input type="checkbox"/> |
| | iii. Operations Manual <input type="checkbox"/> |
| 7 | Key Programs |
| | i. Chapter meetings/educational sessions <input type="checkbox"/> |
| | ii. Chapter sub-committee organization and activities <input type="checkbox"/> |
| 8 | Other |
| | i. Regional VP <input type="checkbox"/> |



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APPENDIX 6 Nomination / Participation Form

Chair:
Vice-Chair:
Director of:

Treasurer:
Secretary:
Committee:

Name: _____ Chapter: _____

Company:

Address:

City: _____ Prov.: _____ Postal Code: _____

Phone #: _____ Email: _____

Signature of Candidate: _____

Brief Description of reasons and qualifications for selected position:

Nomination deadline:

Please return nominations to: CSSE Immediate Past Chair

Email: info@csse-pacific-rim.org



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APPENDIX 7

CSSE Pacific Rim Chapter Membership Survey

We would appreciate your input to help us plan future activities that will meet your needs. Please take a few minutes to complete this survey.

1. Are you a current CSSE member? Yes No
2. Do you regularly attend CSSE Events? Yes No

In “no” please indicate why. (Choose all that apply)

- Content of the events are not appealing
- Timing or location is inconvenient
- Perceived value of the event
- Cost is prohibitive
- Event schedule was not communicated in a timely or effective manner
- Other _____

3. What time of day do you prefer to attend an event? (Choose one)

- Morning / Breakfast
- Noon / Lunch
- Evening / Supper

4. Which of the following events have you attended in the past year?

- Breakfast meeting
- Dine and Learn event
- Mini Conference
- None

5. What reasons for meeting with a peer group are most important to you? (Choose all that apply)

- Professional development
- Networking
- Problem solving
- Other _____

6. What format would you prefer for monthly events? (Choose all that apply)

- Guest speakers
- Workshops
- Exhibitor displays
- Other _____

7. What topics would you like to see discussed at future meetings?

- a.
- b.



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c.

d.

8. If the Chapter offered a professional development course, what topic would be of interest to you?

9. What could the Pacific Rim Chapter do to help you achieve your professional and educational goals?

10. What things can the Pacific Rim Chapter do to improve participation of our members at local events?

11. Please feel free to provide additional comments that you feel would benefit the Pacific Rim Chapter.

Please complete this survey and **e-mail to:** info@csse-pacific-rim.org



APPENDIX 8

The Concept of Duty of Care

The following information is provided for Chapter guidance in this matter and is not to be construed as legal advice. If a Chapter has concerns regarding such potential, they should seek legal counsel.

The legal concept of *Duty of Care* has been around for many years and has had minor tweaks from time to time. In general terms, a *Duty of Care* can be defined within the following 3 conditions:

1. The reasonable (or responsible) person must be aware that the audience is listening to him/her.
2. The reasonable person should know that the "audience" will likely take some action based upon the verbal or written statements (utterances) made by the speaker.
3. The "audience" should be able to trust the utterances of the speaker in all conditions as they relate to the information being presented.

Within these conditions, you can see that the principal liability will be that of the "reasonable person" – the guest speaker however, as the group that brought the speaker and the listeners together, a Chapter may well bear some vicarious¹ liability in that they are endorsing the speaker's utterances by virtue of sponsoring his/her presence in some way.

Rather than quote from dusty legal tomes, the online Wikipedia presents this "lighter" fare (by the way, *tort* is a breach of a non-contractual promise or obligation):

- *In tort law, a **duty of care** is a legal obligation imposed on an individual requiring that they exercise a reasonable standard of care while performing any acts that could foreseeably harm others. For an action in negligence, there must be an identified duty of care in law. Duty of care may be considered a formalization of the implicit responsibilities held by an individual towards another individual within society. It is not a requirement that a duty of care be defined by law, but it will often evolve through the jurisprudence of common law. Individuals who are considered to be professionals within society are often held to a higher standard of care than those who are not.*
- *Breach of duty of care, if resulting in an injury, may subject an individual to liability in tort. Duty of care is an important prerequisite in the tort of negligence, as the duty of care must exist and must have been breached for the tort to occur.*

The *Duty of Care* also involves something called the "Neighbour Principle" (the 1932 case law precedent of *Donoghue vs. Stevenson*). In short, a "neighbour" is someone close enough to the situation to have suffered "reasonably foreseeable" harm from the direct action or inaction that resulted in the loss or damage suffered by the aggrieved party.

So, a breach of a *Duty of Care* is wrapped around a kernel of negligence that has caused a situation that has resulted in harm. What then, is negligence? Roughly speaking, it is doing something that a reasonable person would not have done in the circumstances, or not doing something a reasonable person would have done in the circumstances.

¹ *Vicarious liability is a legal concept that means that a party may be held responsible for injury or damage, when in reality they were not actively involved in the incident. Parties that may be charged with vicarious liability are generally in a supervisory role over the person or parties personally responsible for the injury/damage. The intent behind vicarious liability is that the proper party must be held responsible when harm is done.*



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Negligence must be proven and the tort of negligence has three main elements (ALL must be present). These involve *duty*, *breach* and *damage*. A fourth element is sometimes also mentioned ("*causation*"), but it is generally a byproduct of the third element:

1. *Defendant owed a duty of care to plaintiff;*
2. *Defendant breached that duty of care;*
3. *Plaintiff was injured because of that breach; and*
4. *The injury would not have occurred but for the behavior of defendant.*