

CSSE Member Relations Committee

Mandate	
The purpose of the Member Relations Committee is to identify, develop, 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.	
Committee Structure	
Five to ten members in good standing representative of all regions meeting monthly via teleconference for a two year term with the option to extend.	
Benefits	
<ul style="list-style-type: none"> ▪ Engaging with multiple areas of focus ▪ Interacting with all segments of the membership ▪ Gaining broader understanding of the CSSE 	<ul style="list-style-type: none"> ▪ Networking with other committees ▪ Refining creative and critical thinking to connect with members
Key Duties	
<ul style="list-style-type: none"> ▪ Identify the current internal and external members' relations processes and potential barriers ▪ Work jointly, as required, with other CSSE committees to provide assistance or advice ▪ Identify, develop, recommend and implement as determined by the Committee and Board new initiatives and strategies that will support the stated goals, objectives and strategic plan of the CSSE. 	<ul style="list-style-type: none"> ▪ Monitor, mentor, recommend and support improvements or changes to the CSSE members programs such as chapter events, Practice Groups, member categories and conferences ▪ Conduct information-based surveys as required, derive necessary information and provide recommendations for improvement and action to the Board. ▪ Regular attendance at meetings
Requirements	
<ul style="list-style-type: none"> ▪ Strong communication skills ▪ Demonstrated organizational skills ▪ Strong teambuilding and interpersonal skills 	<ul style="list-style-type: none"> ▪ Past experience in Relationship Building, Marketing, Communications or Member Relations 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)

Program Development Students Program Improvement	Design Education Program Maintenance	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

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Are you able to make a two-year commitment?

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