
Position Title: Chapter Chair

The Chapter Chair is expected to lead the Chapter Executive by example and is responsible for overseeing the well-being of the Chapter.

Responsibilities:

- 1) Ensures the Chapter follows and maintains CSC's Missions, Values and Strategic Plan.
- 2) Work closely with Chapter Director and Chapter Vice-Chair to ensure Chapter and Association strive towards the same goals. Ensures Chapter Vice-Chair is aware of all Chapter activities
- 3) Ensure that communication between the Chapter Executive and the Chapter members is ongoing about various activities of the chapter.
 - a) Ensure that chapter communications (e.g. the website and newsletter) are updated and issued on a regular basis.
- 4) Ensures the chapter follows CSC Administration Manual and By-Laws.
 - a) Understands the workings of the Association's administrative structure and ensures meetings are conducted in accordance with Bourinot's Rules of Order.
- 5) Attend Chapter Executive Meetings and other Chapter Events
 - a) Preside as chair at meetings of:
 - i) Chapter Executive / Chapter Meetings / Chapter Annual Meeting
- 6) Organize, Plans and Chairs
 - a) Chapter Executive meetings once a month, with an agenda in a timely manner;
 - i) Ensure Sub-committee chairs provide written reports
 - b) Annual Chapter Meeting;
 - i) Facilitates the next season's Chapter Executive Nomination process as laid out in the CSC Admin Manual.
- 7) Promotes Positive Experience
 - a) Ensures all Chapter meetings, Executive meetings and Subcommittee meetings follow CSC Rules of Engagement and Conduct.
- 8) Program and Events
 - a) Ensures a program is developed for the upcoming year, commencing in September and terminating in May.
 - i) Introduce speakers at events as required.
 - ii) Thank speakers and sponsors of events as required;
 - (1) The program should be finalized in a form for the Chapter Director to present at the fall session of the Board of Directors.
 - b) Assist in organizing, facilitating and marketing Chapter events;

9) Reports

- a) Writes a report for each issue of the Chapter Newsletter (Specifier);
- b) Writes a report for inclusion into Director's Report to the Board of Director's twice annually;
 - i) Ensures Committee reports are completed for the Board of Directors Report.
- c) Prepares a report for the Annual Chapter Meeting.
 - i) Ensures all committee reports are delivered at the ACM to members as required by the CSC Admin Manual.

10) Be responsible for keeping Chapter Executive, Committee Chairpersons and the individual members actively participating in the organization, ensuring their responsibilities are progressing as expected.

- a) Assign Volunteers to Appointed Positions to the Chapter Executive or Sub-committees and ensures all appointed position tasks are completed in a timely manner.
 - i) Assign responsibilities for scheduled events;
 - ii) If required appoint a new volunteer to appointed positions, if tasks are not being completed to the satisfaction of the Chapter Executive.

11) Be responsible for ensuring all awards and recognitions are recorded and passed on to the Chapter Director for distribution to the Association office.

12) Ensure financial budget is maintained.

- a) Act as a signing officer for the Chapter when contracts must be signed, or cheques must be issued. Maintain close liaison with the Chapter Treasurer to insure the financial budget is maintained. Ensure monthly Financial Reports are available at the Chapter Executive Meetings for review.

13) Promote CSC and the Calgary Chapter at every opportunity.

- a) Liaise with other CSC Chapters;
- b) Liaise with other construction-related organizations;
- c) Ensure event marketing is carried out in a timely manner following CSC Calgary Event Marketing Guidelines;

14) Membership

- a) Ensure that new members are welcomed to the Chapter, preferably at a Chapter function in some formal manner.

The range for expected Time Commitment: 6 to 8 hours per month; specific tasks over and above can range up to 30-40 hours per month depending on the complexity and timing.