



Position Title: Elected Officers

Position Description:

Chapter Executive Officer: who represents a discipline within the industry but has no fixed duties within the Chapter Executive, such as:

Officer of:

- Architectural
- Engineering
- Interiors
- Trade Contractor
- Manufacturing/Supplier
- General Contractor
- Owner/Facility
- At Large, Etc.

It is expected that this role will act as the industry representative on the CSC Calgary Chapter Executive.

“The CSC Calgary Chapter Executive frequently requests that Officers also volunteer or chair on a sub-committee.”

Such as: Industry Liaison, Program, Trade Shows, Student Design Competitions, Conference Committees, Education, Marketing, Golf and Mentoring, etc.

The Chapter Chair appoints non-elected positions.

Responsibilities:

- 1) Attend Chapter Executive meeting, Annual Chapter Meeting and other Chapter events;
- 2) Liaise with the Chapter Chair and Chapter Director as required;
- 3) Liaise with the CSC Association office and the CSC Executive Council as required;
- 4) Assist in organizing, facilitating and marketing Chapter events and technical programs;
- 5) Reports:
 - a) Chapter Executive monthly status reports
 - b) Board Reports: Write a report for inclusion into Director's Board Report twice annually before Board of Directors meeting and as scheduled by Director, for your portfolio.
 - c) Annual Chapter Meeting Report
 - d) Write reports as required for inclusion into the Chapter Newsletter to update the members on Chapter activities;
- 6) Promote CSC and the Calgary Chapter at every opportunity.

Range for expected Time Commitment: 3 to 4 hours per month; specific tasks over and above their role, can range up to 15 to 20 hours per month depending on complexity and timing.