

## **Name of Committee**

In accordance with CPHR Alberta's Bylaws, the name of each Chapter committee shall be:

1. CPHR Alberta Calgary Chapter Volunteer Committee
2. CPHR Alberta Central Alberta Chapter Volunteer Committee
3. CPHR Alberta Edmonton Chapter Volunteer Committee
4. CPHR Alberta Grande Prairie Chapter Volunteer Committee
5. CPHR Alberta Lethbridge Chapter Volunteer Committee
6. CPHR Alberta Medicine Hat Chapter Volunteer Committee
7. CPHR Alberta Wood Buffalo Chapter Volunteer Committee

## **Mandate of Committee**

The mandate of CPHR Alberta Chapter Volunteer Committees is to ensure local needs are met with a standard level of consistency in programming throughout the province. The role of the Chapter Volunteer Committee is to provide support to CPHR Alberta activities and events that take place in the Chapter. This may include providing ideas and feedback on professional development and networking activities proposed by CPHR Alberta; providing onsite support for registration and facilitation of Chapter events; acting as CPHR Alberta Ambassadors within the Chapter; and bringing partnership and sponsorship opportunities to the attention of CPHR Alberta when appropriate.

## **Reporting & Relationship**

Each Chapter Volunteer Committee will have one Chair. The Chair shall be a member of the Chapter Committee, appointed by the Committee. The Committee Chair will report to the Chapter Relations Coordinator. The Chair will act as the main point of contact for CPHR Alberta for the Chapter volunteers.

## **Committee Responsibilities**

- Provide ideas and feedback to Chapter Relations Coordinator on topics, event structure, event venue, speakers, networking format, sponsorship, partnerships, etc.
- Meet with Chapter Relations Coordinator on a regular basis.
- Provide on-site support for some events by staffing the registration table, introducing and thanking the speaker, and facilitating discussions.
- Act as CPHR Alberta Ambassadors by sharing CPHR Alberta event offerings with the chapter community, by encouraging local members to share feedback on their needs, and by attending Chapter events.
- Filter membership feedback to CPHR Alberta when received.

## CPHR Alberta Staff Responsibilities

- Appoint Chapter volunteers to the Committee
- Act as a liaison between the Chapters and CPHR Alberta to ensure that member service standards are maintained and member value is achieved through Chapter events.
- Manage the budget and communications related to all Chapter events.
- Coordinate administrative support, ensuring sufficient volunteers and staff to run successful events.
- Manage meeting arrangements for the Chapter Volunteer Committees as needed.
- Plan and manage event details (booking venue, speaker, etc.).
- Resolve conflicts between CPHR Alberta volunteers and/or staff.

## Meetings

- Regular monthly meetings (12) throughout the year as a Committee, either by phone or in person.
- Phone or in-person meetings between Committee Chair and Chapter Relations Coordinator on as-needed basis.
- Ad hoc meetings can be arranged at any time as necessary by the Chapter Relations Coordinator.

## Budgetary Authority

The Chapter Relations Coordinator is responsible and accountable for the budget and ensuring that the budget is not exceeded or used inappropriately. Volunteers will have no responsibility or authority for the budget.

## Qualifications for Committee Volunteers

**Qualification:** CPHR Alberta member in good standing.

**Length of Term:** Each Committee volunteer will serve a 1-year term and may be reappointed each year by the Chapter Relations Coordinator.

**Volunteer Selection:** CPHR Alberta will conduct a call for volunteers each year to obtain new volunteers as needed.

Current CPHR Alberta Board members are not eligible to join a Chapter Committee however, may attend any Committee meeting or event to provide or gather input.

### **Qualifications for Committee Chair**

**Qualification:** CPHR Alberta member in good standing; a minimum of one year experience as an active volunteer on the Chapter Volunteer Committee.

**Length of Term:** The Chair will serve a 1-year term and may be reappointed to the Committee each year to a maximum of 3 years and must express interest in the Chair role to be considered in the election by the Committee each year.

**Chair Selection:** The Chair of the Chapter Volunteer Committee shall be a member of the Chapter Committee, appointed by the Committee.

Chapter Committee Volunteer(s) interested in the Chair role will express their interest during the interview process. At the first Committee meeting, an election will be conducted and the Committee will appoint the Chair.