



CPSen – Volunteer Positions

December 4, 2016
Phil Grandy - Chair

Board Positions for Volunteers

- 1, Treasurer
 - This position would be responsible for managing the finances of CPSen, writing cheques for expenditures, reporting at each Board meeting the financial statement;
 - Responsible for preparing HST tax returns and yearly financial report to CRA; and
 - Preparing financial statement for the Annual General Meeting (AGM).

- 1, Board Secretary
 - This position would be responsible for planning monthly Board meetings, taking the minutes of those meetings and distributing the minutes;
 - Responsible for notifying the Government of Canada of changes to the Board as part of the Annual Return to be submitted to Innovation, Science & Economic Development Canada;
 - Responsible for documenting any changes to the Bylaws as well as identifying in meetings where the Bylaws may play a role in a Board decision; and
 - Where required transmit communications from the Board to all CPSen Members.

- 1 to 2 positions for Outreach
 - This position would work with the Outreach chair to help coordinate with partnered organizations in Ottawa on advertising CPSen events on their websites; and
 - Coordinate with partnered organizations on sending emails to their respective members.

- 1 to 2 positions for social media and marketing
 - This position would help the Marketing Chair with advertising CPSen events, helping with marketing material, social media blasts and material and overall getting the message out to all public servants.

- 1 position for newsletters
 - This position would help with writing newsletters and coordinating with marketing and website staff to get the newsletters posted and sent out to members;

- Help with the coordination of the newsletters and input on how often and what should be conveyed to CPSEN members; and
- Work with the Chair to develop the newsletters.

CPSEN Symposium 2017 Positions for Volunteers

- 1, Assistant Project Manager -
 - This position would assist the Chair of the Planning Committee with planning and executing the various tasks on the project plan to execute the Symposium; and
 - This position would help in following up with the various committee members on tasks and ensuring that the deliverables are being met in a timely way to execute the event.
- 1, Planning Committee Secretary
 - Schedule all Committee meetings, record meeting minutes and post those minutes to the CPSEN Central Drive; and
 - Communicate with the Board of Directors on planning committee activities.
- 1, Assistant Supporters Coordinator
 - This position would assist the Supporters Chair with contacting and following with Supporters that will help sponsor the event. This would be everything from contacting potential new and existing Supporters to help coordinate a booth at the event;
 - Help coordinate shipping of booth materials to the museum;
 - Help coordinate the setup of booths on the day of the event and ensuring that all items shipped by the Supporters has arrived at the museum the day prior to the event; and
 - Assist with any questions or concerns on the day of the event from the Supporters.
- 2, Outreach Support
 - This position would work with the Outreach Chair to help coordinate with partnered organizations in Ottawa on advertising the event on their websites; and
 - Coordinate with partnered organizations on sending emails to their respective members.
- 2 to 3, Registration Desk
 - This position would be at the registration desk to sign in everyone who registered, sign up new registrations, give out badges, bags and assist with inquiries from attendees;
 - We should have people that are bilingual or at least one person that is French-speaking; and
 - This position would also greet the panelists, Keynote Speaker, award recipients and PD session leaders.
- 1 to 2 positions for social media and marketing

- This position would help the Marketing Chair with advertising the event - helping with marketing material, social media blasts and material and overall getting the message out to all public servants.
- 1, Presenters, Keynote and Panelist Schedule Coordinator greeter
 - This position would greet the presenters, Keynote and Panelists as they arrive and show them to the rooms, stage, green room and help with any questions or concerns.
- 1, Assistant floor Manager
 - This position would be the event manager on the day of the event. They would coordinate all of the staff and activities that need to happen to make the event successful;
 - They would ensure rooms are ready, speakers are in place, all AV and computers are in place, timing for the event is kept on track and assist with any inquiries; and.
 - They would interface with museum staff for any issues or concerns.
- 3, PD Session Moderator
 - On the day of the Symposium there will be three PD sessions that will need a session moderator that will introduce the PD session leaders/speakers, track the time for the speaker and thank the speaker at the end of the session;
 - Also included is ensuring the room is prepared and equipment necessary for the presentation is ready and help the presenter with anything needed for the session; and
 - Would be the point of contact for that session for the presenter(s).