

CES-Ontario Chapter OFFICER & COMMITTEE RESPONSIBILITIES

Officers

Chairperson
Immediate Past Chairperson
National Council Representative
Secretary
Treasurer
Vice-Chairperson

Committees

Advocacy Committee
Audit Committee
Board Development Committee
Communications Committee
Conference Committee
Membership Committee
Nominations Committee
Professional Development Committee
Student Committee

Chairperson

- Presides at all meetings of the Board.
- Presides at the annual meeting and at all general and special meetings of the chapter.
- Monitors the activities of the chapter and brings any concerns to the attention of the Directors.

Immediate Past Chairperson

- Supports the chairperson.
- Chairs the nominations committee.

National Council Representative

- Represents the chapter at the CES National Council.
- Attends National Council meetings.
- Keeps the chapter informed of Council activities, events, and news.

Secretary

- Consults with the Chairperson to prepare agendas for all regular meetings of the Board.
- Keeps, distributes, and submits minutes for any meetings of the Board.
- Keeps, distributes, and submits minutes for the annual meeting.

Treasurer

- Has custody of the Chapter's funds, and keeps proper books of account.

- Makes disbursements as authorized by budget or resolution of the Board of Directors.
- Is responsible for making regular financial reports to the Board.
- Presents an annual financial statement at the annual meeting.

Vice-Chairperson

- Presides at events in the absence of the Chairperson.
- Monitors the activities of the chapter and brings any concerns to the attention of the Directors.

Advocacy Committee

- Purpose: To advocate on behalf of the evaluation function in Ontario.
- Scans the evaluation environment for advocacy in order to identify factors conducive to, and factors inhibiting, achievement of the expected outcomes of advocacy.
- Identifies different target groups for CES-Ontario advocacy initiatives.
- Develops strategies and operational plans for implementing advocacy by asking professional advocates about their successful strategies.
- Liaises with CES' national advocacy committee.
- Reports to the Board on the above items prior to the annual meeting in November 2001.

Audit Committee

- Purpose: To audit the financial records of CES-Ontario at the end of each year, and also whenever the Treasurer retires from office.
- Assesses the accuracy of the CES-Ontario check book, month-to-month spreadsheet, and bank statements.
- Certifies in writing the accuracy of the records for the previous year.

Board Development Committee

- Purpose: To support effective Board functioning in order to carry out the CES-Ontario mission.
- Reviews Board governance documents such as by-laws and recommends any revisions.
- Reviews the current Board orientation materials and develops new ones as required, posting all those appropriate on the website.
- Makes recommendations regarding Board orientation processes.
- Makes recommendations for effective Board functioning.
- Reviews conflict of interest guidelines and makes recommendations.
- Develops Board member appreciation and follow-up practices.
- Supports Board recruitment.

Communications Committee

- Purpose: To facilitate communications within the chapter.
- Maintains and develops the chapter website.

- Develops and publishes news, information and resources of interest to members on the chapter website.
- Disseminates information directly to chapter members as needed and maintains valid member email lists.
- Liaises with other chapter committees and initiatives to ensure member communications needs/issues are identified and addressed.

Conference Committee

- Purpose: To organize the chapter's annual conference.

Membership Committee

- Purpose: To promote membership and offer ongoing support to other CES-Ontario committees.
- Monitors the profile of members, membership activity, and turnover.
- Continually looks for ways of improving/expanding current CES-Ontario services to members.
- Welcomes "new" members and conducts exit surveys with non-renewing members.
- Provides reports on membership issues, profile information, etc.
- Looks for ways to support/assist other CES-Ontario committees in key responsibilities to ensure member needs are addressed.

Nominations Committee

- Purpose: To carry out elections for the board of directors.
- Receives nominations for candidates for the Board of Directors.
- Ensures that nominations meet requirements.
- Arranges and supervises the elections at the annual meeting.
- Keeps a record of alternate candidates.
- Contacts alternate candidates to arrange for the replacement of a resigned board member.

Professional Development Committee

- Purpose: To plan, develop and implement professional development for evaluators across Ontario.
- Ensures that the Essential Skills Series is offered at least once each year.
- Provides 2 - 3 intermediate to advanced workshops each year.
- Develops and maintains a roster of qualified presenters for professional development workshops.
- Assists with the professional development provided at the AGM.
- Reviews professional development materials on a regular basis and arranges for materials to be updated as needed.

Student Committee

- Purpose: To facilitate the inclusion and retained participation of students in CES and CESO activities, which foster relationship lending themselves to

the ability of students to publish and present their evaluation related research, strengthen their own evaluation knowledge and practices, and networking with fellow students, in addition to potential colleagues and employers.

- Develops and maintains resources and lists needed for the committee's work or that may be of interest to student members -- lists of student members, programs and courses in evaluation, professors engaged in Evaluation, and potential employers.
- Promotes student participation in conferences
- Provides a voice for students (e.g., student corner's or specific activities, such as a newsletter).
- Ensures that financial support or waivers exist for student participation in CES-Ontario activities.