

INFORMATION FOR INDIVIDUALS CONSIDERING A VOLUNTEER POSITION ON THE CSAE QUEBEC NETWORK COUNCIL

Incorporated in 1962, the Canadian Society of Association Executives (CSAE) is Canada’s only member-based not-for-profit organization committed to delivering the knowledge, resources and environment to advance association excellence. CSAE, also known as an “association of associations,” offers robust networking and learning opportunities, including an education program leading to the Certified Association Executive (CAE®) designation.

With a current membership of approximately 3,000, CSAE operates through its central office in Toronto and seven regional Networks – in Alberta, Atlantic Canada, British Columbia, the GTA/Golden Horseshoe, Manitoba, Ottawa-Gatineau and Quebec.

The seven regional Networks deliver events and educational opportunities at the local level, offering robust opportunities for association and not-for-profit professionals to learn, connect and excel. Network offerings are aligned with CSAE’s mission, core values and strategic plan.

The Network Council is comprised of volunteers, within the Network, who have oversight for developing plans aligned to the strategic plan and annual activity within the respective Network. Each Network and respective Council is supported by a Network administrator with further support provided by the following teams: Membership and Business Development; Learning and Innovation; Marketing and Communications; and, Corporate Services. Network Committees may be established to conduct the work of the Network activities for event planning and execution; program and service delivery; etc.

The CSAE Quebec Network Council members are:

- Individuals who believe in the value of not-for-profit organization positively benefiting communities across Quebec and Canada;
- Supportive of the mandate of CSAE Quebec; and
- Able and willing to make the time commitment to the Network (see below for general information).

COMMITMENT OF COUNCIL MEMBERS

Each member is an ambassador for CSAE Quebec. Members are encouraged to:

- Review required materials in advance of all meetings;
- Participate in council meetings (6-8 per year, including one in conjunction with the annual planning session, the remainder by video conference call);
- Attend other CSAE Quebec functions/events as required (1 to 3 per year);
- Promote and support the mandate and work of CSAE and the Quebec Network; and
- Make themselves available to the membership and the association, as necessary.

APPROXIMATE TIME COMMITMENT FOR COUNCIL AND COMMITTEE MEMBER

DESCRIPTION	ESTIMATED TIME COMMITMENT
I. INITIAL NETWORK COUNCIL ORIENTATION	1 hour
II. ROUTINE COUNCIL RESPONSIBILITIES	
a) Weekly <ul style="list-style-type: none"> - Review and respond to emails - Participate in email discussions - Read documents sent, respond if necessary - Complete tasks at the request of the Chair 	30 minutes
b) Bi-Monthly <ul style="list-style-type: none"> - Council meeting - Preparation, follow-up 	2 hours
III. OTHER NETWORK COUNCIL WORK: EXAMPLES	
a) Chairing a committee	4 hours
b) Committee participation (at least one committee)	1 hour per month
COUNCIL LEADERSHIP	
Chair	3 – 5 hours per week
Vice Chair	2 hours per month

WHY VOLUNTEER FOR CSAE QUEBEC?

NETWORKING: Work with colleagues and like-minded leaders around the province.

DIRECTION: Positively influence the direction of our profession and association.

ENSURE A PROGRESSIVE & SUSTAINABLE FUTURE: Ensuring the positive changes of the profession and NFP continues in the future.

PROFESSIONAL INSIGHT: Gain valuable insight into what is happening in our profession and NFP across the province and the country.

PLANNING: Be at the forefront of planning for CSAE Quebec with input into the strategic plan for CSAE.

SKILL SET DEVELOPMENT: Working in NFP provides opportunities to develop your skills in areas such as chairing meetings, making presentations, public speaking, financial oversight, teamwork and leadership.

MAKE A DIFFERENCE: The best way you can make a difference in your organization and profession, regardless of your area of work, is to be involved.

ADVANCE YOUR CAREER: Build on existing experience and knowledge in your area of interest and meet people in the field.

FUN AND FULFILLMENT: Volunteering can be fun, meaningful and a great way to re-energize the day-to-day routine of daily life.