

## OVERVIEW

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 the "association of associations," offers robust networking and learning opportunities, including an education program leading to the Certified Association Executive (CAE®) designation.

Legislated under the Canada Not-for-Profit Corporations Act (CNCA), CSAE is governed by a Board of Directors (Board). The Board assumes overall responsibility for the governance of CSAE, establishes policy to provide direction for the organization, sets strategic priorities towards achieving the Mission and Vision and monitors the overall performance of the Board, the President & CEO and the organization.

CSAE operates through a central hub and with regional and virtual networks across the country. The network model, geographically based or virtual, provides local or specific programming relevant to CSAE members.

## PURPOSE

Network councils are in place to develop and deliver programming and generate ideas for CSAE members within a specified geographic area or a virtual community of practice. A network council is comprised of volunteers within the designated network. Network councils' responsibilities are outlined in the Board, Network and Employee Relations policy #002.

Network councils operate within the context of the strategic intent of CSAE, the values and expectations of stakeholders and the factors critical to the success of the organization.

## ACCOUNTABILITY

Network councils are accountable to the President & CEO, reporting through the Network Relations Manager regarding the following:

- Advancing the strategic plan by fostering an inclusive, representative, and engaged community of association professionals and the businesses that support association work
- Supporting CSAE's value proposition as the 'hub for Canadian associations'; the centre point for learning, inclusion, development, and growth
- Delivering activities, aligned to the strategic plan, to support membership growth, retention, engagement, and continuity
- Comply with governance and operational policies in relation to network activities

AUTHORITY

Working in collaboration with the Network Relations team and other CSAE employees as designated, network councils shall:

*Guide:*

- Engage network members and stakeholders in program delivery to attain results
- Monitor progress on network activities
- Review and confirm data and information on results of network activities
- Ensure transparent and accountable decision making and communications between the network council and the Network Relations team
- Participate in orientation for new network council volunteers
- Recognize network council volunteers in conjunction with the Volunteer Relations Specialist

*Develop plans & programming:*

- Contribute to the strategic plan and annual operating plan through the annual planning cycle and framework
- Implement programs and services to support approved strategic plans and deliver value to members

*Support Membership:*

- Act as a CSAE ambassador for existing, new and potential members
- Identify and develop engagement opportunities for members, included in the annual plan, with support from the Network Relations team
- Promote volunteer recruitment initiatives and encourage applicants during the call for nominations
- Promote awards and recognition initiatives to spotlight CSAE members

*Protect standards:*

- Exemplify, support and reinforce CSAE's core values and culture
- Adhere to the CSAE Code of Conduct
- Provide network leadership

*Charity of choice:*

- Where applicable, network councils may choose to support a charity of choice. The charitable efforts must be aligned to the strategic plan and be approved by the President & CEO prior to launch

- Fundraising efforts must be clearly identified in support of the charity
- Funds raised must be accounted for with support from the Director, Finance & Corporate Services

#### SUPPORT

The CSAE Network Relations team and other CSAE functional units and employees as designated, provide support to network councils through professional and administrative services. Centralized support services include but are not exclusive to event planning and production; research and development; finance and corporate services; IT solutions; technology support; marketing and communications; sponsorship development and fulfillment; and member and volunteer recognition.

Requests for centralized support services filter through the Network Relations Team.

#### MEMBERSHIP

Network councils are comprised of five to 12 members from the within the network whether it is based on geographic region, virtually, or community of interest. Network councils' representation should reflect overall CSAE membership with an 80/20 ratio of executive to business members.

Each network council will consist of:

- At least one executive member
- At least one business member
- CSAE values diversity and inclusion. We strive to include participation from a diversity of identities, backgrounds, perspectives and abilities.
- One representative will be appointed and act as chair for a one-year term, appointed by the Network Relations team
- The Network Relations team and President & CEO serve in an ex-officio capacity

#### NETWORK COUNCIL APPOINTMENT

Vacancies will be included in the annual call for volunteers.

Applications will be received and reviewed by the Network Relations team.

Network council members will be appointed for a one-year term, renewable once. The term will commence immediately following the AGM.

In the event a mid-term vacancy occurs on the network council, the Network Relations team may appoint another eligible member to serve or leave the position vacant until the next annual appointment. This appointment is subject to the approval of the President & CEO.

## MEETINGS &amp; COMMITMENT

- The network council will meet a minimum of four times per year, with more frequent meetings as required. All meetings will be held by video conference unless otherwise agreed upon with the Network Relations team.
- All network council members are required to sign a commitment to serve form along with the confidentiality agreement and adhere to the CSAE Code of Conduct.
- No meetings shall be held without the knowledge and attendance of a representative from CSAE.
- Action items from each meeting will be recorded in writing or electronically to support the decisions of the committee
- All decisions made at the network council level are by consensus not by vote
- Network council volunteers can expect a commitment of 5 hours per month. This estimate may vary from time to time.

## REMUNERATION

Individuals shall not be remunerated for their duties as network council volunteers. Network council volunteers may be reimbursed for reasonable expenses, based on CSAE's expense policy, incurred while performing volunteer duties. Such expenses shall be included in the annual budget, approved by the Board, and monitored accordingly by the Network Relations team and Director, Finance & Corporate Services.

Any network council volunteer may serve CSAE in any other professional capacity and receive compensation so long as it complies with CSAE's conflict of interest policy.

## DESCRIPTIONS

Chair (one-year term,):

- chair all network council meetings.
- monitor attendance of members at network council meetings.
- ensure compliance with organizational policies.
- monitor and report on the activities of the network to the Network Relations team.
- participate in quarterly network council chairs' meetings.