



## Consulting Engineers of Ontario

### Volunteer Job Description

**Job Title:** Committee Member, Member Engagement Committee

**Purpose:** To work towards the assurance of CEO value to its membership. Continually engage with members and volunteers to assist with membership satisfaction and retention. Work towards engaging with non-CEO member consulting engineering firms to explore the potential of gaining new members. Provide input and assistance, when required, to ensure CEO volunteer resources are sufficient, subsequently assisting in the success of CEO initiatives. The Member Engagement Committee also has a sub-committee, the Chapter Engagement Sub-Committee, with whom it regularly communicates with for Chapter-specific engagement items.

**Location:** Committee meetings are held via teleconference. In-person meetings may occur if necessary.

#### Key Responsibilities

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1. Attend all Member Engagement Committee meetings and participate by providing input for committee initiatives.
2. Identify potential new CEO engagement initiatives by reviewing member and volunteer survey input, identifying gaps in service, and engaging in feedback from members and volunteers.
3. Work to identify CEO membership and volunteer recruitment opportunities and initiatives.
4. Provide input on CEO operationalized processes, as it relates to member and volunteer engagement, as necessary.
5. Assist in identifying and implementing recognition opportunities for both CEO members and volunteers.

**Reports To:** Committee Chair, Don Holland (until September 2018).

#### Value

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1. Help positively shape the way CEO members and volunteers engage with and find value in their membership.
2. Gain experience working with engagement and leadership initiatives with a reputable industry association. Transferrable skills relevant to any position.
3. Network and strengthen relationships with other existing CEO Member firms and their employees.

**Skill Development:** Leadership, survey analysis, networking.

#### Qualifications & Other Requirements

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1. Interest in learning about engagement strategies and initiatives on an association level.
2. Key Candidate Qualities: committed, creative, and collaborative.



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*Opportunity Description Continued*

3. Only employees of CEO member firms are eligible to participate.

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### Commitment

**Length of Appointment:** 1 Year Term.

**Time Commitment:** Minimum of 4 meetings are held via teleconference per year. Additional meetings may be scheduled as committee work dictates. Meetings are approximately 1-1.5 hours in length.

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### Orientation & Training

Volunteers will be provided with a brief orientation prior to beginning this opportunity in order to properly prepare each volunteer for a successful transition into this role.

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### Volunteer Expectations

1. Volunteers will be supported by the Committee Chair and CEO Staff if assistance is required.
2. Volunteers will be working in a safe and respectful environment.
3. Ongoing support and response in a timely manner from CEO.
4. Volunteers can access engagement reports, which summarize their volunteer time commitments, to use for resume building and professional development records such as the PEAK program.

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### Other Information

This is a perfect opportunity for any CEO Member employee who wants to give back to the industry in a way that is different from the day to day activities of their job. Any and all employment levels and backgrounds are welcome and vital in order to work towards achieving valuable perspectives from a variety of CEO Member employees.

This volunteer job description will remain posted until committee vacancies have been filled.

*Thank you for your interest in volunteering with Consulting Engineers of Ontario.*

If you would like to apply to this opportunity please contact CEO's Membership and Volunteer Engagement Specialist:

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