



Canadian Society for Chemical Engineering | **For Our Future**
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2025 Canadian Society for Chemical Engineering (CSChE) Call for Nominations Position Descriptions

Should you wish to nominate yourself or another person, please send a 250-word statement outlining your involvement in the Society and experience with the portfolio terms, and an abbreviated, 2-page resume/CV to CICAdmin@cheminst.ca by June 30, 2025, with the subject line, "CSChE Call for Nominations – [ROLE]". If you nominate a colleague, please ensure that you have their consent before forwarding their information. Please note interviews will be conducted with the Nominating Committee over the summer, so please include contact information that will reach you during that time. Thank you.

The CSChE Board is dedicated to diversity and inclusion and seeks to represent all the CSChE membership. In the election process, we seek to balance areas of chemical interest, geographic representation, and membership demographics, including under-represented and equity-deserving groups. Please contact [Michael Cunningham](#), CSChE Past President and Chair of the Nominating Committee, if you have any questions.

Officers

Vice-President

The Canadian Society for Chemical Engineers (CSChE) is seeking a volunteer for the following role on its Board of Directors. This will begin following confirmation by the Membership at the Annual General Meeting during the CSChE Conference in Montreal October 5-8. Due to the x2026 Conference in May 2026, the term will extend until the Annual General Meeting in May 2027.

This position will involve attending monthly virtual CSChE board meetings beginning November 2025, an in-person meeting and the AGM during both the x2026 Conference and CSChE 2027 Conference, as well as the monthly CIC Board virtual Board meetings, and, if possible, an in-person meeting and the CIC AGM during the x2026 Conference and the CSC 2027 Conference.

Responsibilities:

- In the absence of the President, the vice-president performs their duties.
- With the President, sets the agenda and direction for the Board each month.
- Serves as an observer at the Board of Directors meetings of the CIC.
- Serves as a member of the following Committees:
 - CSChE Executive Committee
 - CIC Nominating Committee
- Oversees specific CSChE Board portfolios as assigned.



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- Participates in CIC and CSChE Awards Committees as required.

Notes:

This position works closely with the CSChE President and Past President, the CIC Chair and Vice-Chair, and the CIC Executive Director. The vice presidency is intended to serve as the training ground for candidacy for the next year's presidency. While anticipated, election to the presidency is not guaranteed.

Directors

The Canadian Society for Chemical Engineers (CSChE) is seeking volunteers for the following roles on its Board of Directors. Directors serve a three-year term with the possibility for one re-election to a second three-year term. These terms will begin following confirmation by the Membership at the Annual General Meeting during the CSChE Conference in Montreal, October 5-8. Due to the x2026 Conference in May 2026, the term will extend until the Annual General Meeting in May 2027. Therefore, these terms will run until the Spring 2029 AGM.

These positions involve attending ten to twelve monthly virtual board meetings, an in-person meeting and the AGM during the CSChE Conference per calendar year, and any meetings specific to the responsibilities of each portfolio.

Director of Student Affairs

Responsibilities:

- Acts as the link between the CSChE Board and the students in chemical engineering and related programs across Canada.
- Fosters the participation of the CSChE undergraduate students in the activities of the society.
- Collaborates with Director of Student Affairs in the Canadian Society for Chemistry (CSC).
- Ensures the Department Heads, Faculty Advisors, Student Chapter Executives and chemical engineering students are informed of various student activities and opportunities within the Society.
- Ensures that all CSChE student awards (graduate and undergraduate) are well publicized each year and chairs most student award selection committees.
- Participates in the Selection Committees for the CIC Award for Chemical Education and CIC Award for High School / Cégep Chemistry Teachers.
- Supports the Student Program Co-Chairs in developing and executing the student program for the annual CSChE Conference (October 5-8, Montréal).



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Director of Awards

Responsibilities:

- Responsible for the various awards, prizes and scholarship programs administered wholly by the Society or jointly by the Society with other organizations.
- Ensures that high quality nominations are solicited for various awards
- Acts as Chair of most CSChE award selection committees: receives and collates results from the award selection committees and ensures that the selection process is completed in a timely fashion.
- Participates in some CIC award selection committees in the role of chair or juror as required.
- Participate as a juror on some Chemistry Education related award committees.
- Works with CSChE Student Affairs Director for student related awards and scholarships.
- Presents the professional awards at the Awards Banquet and student awards at the Student Banquet at the CSChE conference.
- The Director of Awards deals with all policies and other matters arising in connection with awards presented by the Society (e.g. amendments to the terms of reference, handling new awards or sunseting awards according to the CIC Awards Policy etc.)
- Participates in the CIC Awards Committee

Notes:

It is recommended that during your term:

- you remove yourself from any link to CSChE award nominations that are active. (e.g. if you wrote a letter of support, ask that your letter be replaced).
- you not participate in the nomination process at your university/organization for choosing CSChE award nominees
- you not have an active nomination for any CSChE award

As the chemical community is relatively small in Canada, conflict of interest is an issue that often arises. If a co-worker is up for nomination, you may remain chair of that awards committee but are asked not to vote or provide any comments on any of the candidates. Your role would simply be to tally the votes and/or lead the discussion if required.

Director of Subject Divisions and Local Sections

Responsibilities:

- Liaises between the Subject Divisions (SD's), Local Sections (LS's), and the Board. This includes regular reporting to the Board on the activities and general wellbeing of the SD's/LS's, acting for the SD's/LS's to bring issues to the attention of the Board and communicating Board policies that affect SD's/LS's to them.



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- Chairs the Subject Division Executive's Meeting at the annual CSChE Conference and occasional teleconference meetings to foster co-operation and information exchange among the Subject Divisions to help make their activities more effective.
- Supports Subject Divisions in organizing symposia for the annual CSChE Conference.
- Works with other directors and officers of the Society in pursuing policies of the Board that directly affect or require the co-operation of Subject Divisions or Local Sections.
- Provides advice to SD's/LS's on CSChE policies, and support from the Board in the maintenance and growth of existing SD's/LS's and the formation of new SD's/LS's.
- Works with the CIC National Team and CSC Directors of Subject Divisions and Local Sections on all SD/LS-related issues, particularly finance and grants.
- Participates in Local Section Executives teleconference meetings as required.