



Canadian Society for Chemical Engineering | **For Our Future**
Société canadienne de génie chimique | **Pour notre avenir**

2026 Canadian Society for Chemical Engineering (CSChE) Call for Nominations

Interim Treasurer

The Canadian Society for Chemical Engineering (CSChE) is seeking a volunteer to serve as Interim Treasurer, with the possibility of election to a three-year term as Treasurer. The Interim Treasurer role begins immediately upon CSChE Board approval and ends at the 2027 CSChE Annual General Meeting, where the official Treasurer will commence following a membership election.

The Treasurer's main responsibility is to oversee the Society's finances. This position involves attending monthly virtual Board meetings, quarterly virtual meetings of the CIC Finance Committee, an annual in-person meeting and the Society AGM during the conference, as well as regular meetings with the National Team and/or Society Executive Committee to execute the role.

Responsibilities:

- Ensures the financial health, accountability, and transparency of the CSChE through strategic guidance.
- Voting member of the following:
 - CSChE Executive Committee
 - CIC Finance Committee
 - Can. J. Chem. Eng.* Publications Committee
- Serve as one of the Society's signatories
- Responsible for the deposit of monies, the safekeeping of securities, and the disbursement of the funds of the CSChE
- Work with the National Team's Finance Director to ensure accuracy of financial records, address irregularities, and maintain up-to-date financial documentation.
- Review and assist with the annual audit to prepare the Society financial statements for approval at the AGM.
- Present the audited financial statements to the Membership during the AGM.
- Assist with the preparation of the annual budget drafts to present to the Boards.
- Collaborate with the Canadian Society for Chemistry (CSC) and CIC Treasurers regarding allocating grants to Subject Divisions.



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- Prepare and present financial statements and reports at CSChE Board meetings in conjunction with the National Team.

Notes: This position works closely with the National Team Director of Finance and Business Services and the Executive Director, who are staff, as well as the CSChE president, the CIC and CSC Treasurers.

To apply:

Deadline: September 28th, 2026.

Please note that all Board members are required to be members of the CSChE and maintain their membership throughout their term. Submit the following via email to CICAdmin@cheminst.ca with the subject line, “CSChE Board Nominations – Treasurer”.

We kindly request that you include the following as a single PDF attachment:

- Name, affiliation, and contact information
- Statement of interest including your experience with the Society and with financial management or accounting (up to 500 words)
- Abbreviated CV focusing on relevant experience (up to 6 pages)

Please ensure that we have accurate contact information for that timeframe. Should you wish to nominate a colleague, ensure that you have their consent first.

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. Bilingual candidates are encouraged to apply. Please contact CICAdmin@cheminst.ca with any questions, subject “CSChE Nominations – Interim Treasurer”.