



CANADIAN PENSION AND BENEFITS INSTITUTE
SASKATCHEWAN REGION
VOLUNTEER APPLICATION

If you are interested in serving on the Saskatchewan Regional Council of the Canadian Pension & Benefits Institute for a **term of two years (2021 – 2023)**, or on a committee of Council for one year, please complete this Application and the Skills Matrix and return both, **along with a short resume**, by March 19, 2021 to Karen Lovelace, Regional Administrator, CPBI Saskatchewan Region, Box 353 White City SK S4L 5B1. Email: saskatchewan@cpbi-icra.ca

I am interested in volunteering to serve on:

- Saskatchewan Regional Council (must also serve on at least one committee)
 A committee of Council

First and Last Name:	
E-mail:	
Phone:	
Name of Employer:	
Job Title:	

My involvement in the Pension & Benefits industry is primarily in the area of:

- Pensions Benefits Pension Investment Other: _____

- I have read the attached information about the roles and responsibilities of Council members and about committee objectives.

 Signature (not required if submitted by email) _____
 Date

All applicants will be contacted after March 19, 2021.

CPBI Mission: To provide CPBI members with the opportunity to participate in high quality, cost-effective education and networking events that focus on the exchange of information and the analysis of the best practices related to pensions, employee benefits and investments, at the national and regional levels across Canada.

CPBI Vision: The CPBI will strive for a strong brand image and to be a well-run organization with unity of purpose and connectivity to its members while offering education and networking programs and services.

CPBI Values: In its governance and programs, CPBI adheres to the following values: – Innovation and quality service to members – Creativity in networking – Results oriented teamwork – Accountability and integrity.

CPBI Saskatchewan Regional Council

CPBI Saskatchewan Regional Council is dedicated to the organizing and facilitating of premier educational and networking events for pension and benefits professionals across the province. We are focused on offering education and timely information about pensions, benefits, and related investments.

Roles and Responsibilities

New members of Council are elected each spring. All members are expected to attend each Council meeting (four 2-hour Council meetings per year plus one full-day meeting in Davidson in May or June). The schedule is determined at the first meeting of the council year to help avoid scheduling conflicts. In addition, each Council member will sit on at least one of the committees.

Committees

Committee meetings begin in June each year.

1. Communications

This committee is responsible for coordinating all communications on behalf of the Saskatchewan Regional Council. Approximately 4 one-hour committee meetings per year plus some tasks resulting from the meetings.

2. Professional Development Programs

This committee develops and implements the professional development offerings to the membership, including programs, workshops, and seminars for continuing education credits. Approximately 5 one-hour committee meetings between June and October plus some tasks resulting from the meetings.

3. Conference Planning

The mandate of this committee is to plan the activities of the annual CPBI Saskatchewan Regional Conference. They ensure that the conference is consistent with the Council's direction and input. Following is a high-level overview of the planning process:

PRE-LAUNCH

This stage includes: budget & rates, framework, theme, graphics, sponsorship, and speakers/topics. The target date to have all speakers booked is November 15th.

LAUNCH

An eblast is done in early to mid-January to announce the full conference agenda and to open registration.

POST-LAUNCH

This stage mainly includes the selection of speaker and delegate gifts, planning the menu, AV needs, set-up and decor, creating a networking game, onsite social media preparations, and assigning of onsite duties.

All of the above can typically be accomplished with approximately 12 one-hour committee meetings between June and March (10 month period) plus some tasks resulting from each meeting. The regional administrator also provides a great deal of support.

4. Sponsorship and Membership

The mandate of this committee is to promote the activities and services of the CPBI Saskatchewan Region and CPBI National. They develop and implement strategies to retain current members and sponsors; as well as seek out new members and sponsors. Approximately five 1-hour committee meetings between June and November plus some tasks resulting from each meeting.

5. Finance

This committee ensures the adequacy and effectiveness of the financial reporting and internal controls of the CPBI Saskatchewan region. Approximately five 1-hour committee meetings throughout the year plus some tasks resulting from each meeting.

6. Governance and Nominating

This committee oversees the governance and nominating processes for the regional Council. They review, develop and maintain the governance policies and initiatives to facilitate and improve Council's effectiveness. Approximately three 1-hour committee meetings per year plus some tasks resulting from each meeting.

7. Strategic Planning

This is a new committee. The mandate of this committee is to propose the overall strategic plan for CPBI Saskatchewan to the Regional Council, to lead the ongoing review of the plan, and to provide input on annual operating plans.