

CPBI Ontario Regional Council Skills Matrix

Indicate I for Interested, E for Experienced, or S for Skilled (See below for definitions)

Your Name	Committee(s) volunteering for	BENEFITS	FINANCE	EVENT PLANNING	GOVERNANCE	HUMAN RESOURCES	INVESTMENTS	LEGAL	PENSION	PUBLIC RELATIONS	STRATEGIC PLANNING	PLAN SPONSOR	SERVICE PROVIDER	TRUSTEE
Total on committee with expertise														

Assessment	Interested	Experienced	Skilled
Definitions	Topic that you don't have any direct experience with, however it's an area that you have an interest in and would like the opportunity to learn more about.	Topic where you have some knowledge you have gained through actual practice, but you wouldn't consider yourself an expert.	Topic where you have actual training and lots of experience in. You would consider yourself a 'subject matter expert'.

Committee Name:	Communications	Finance	Governance & Nominating	Sponsorship & Membership	Professional Development Programs	Conference
Activities:	Compose & circulates Regional Newsletter and press releases Prepare Promotional material for CPBI events Liaise with local media for promotion of CPBI events	Budget planning and monitoring Financial management & Compliance Financial Performance & Evaluation	Recruiting & providing recommendations to Council for nominations for new and returning Council members Monitoring policies & measuring Council effectiveness Establishing policy framework	Review & solicit sponsorships for regional CPBI events Strategies to enhance and promote membership Provide advice RE: membership, services and activities	Identify topics and organizes professional development (PD) breakfast/lunch sessions Annually review PD programs and services of the Ontario Region to determine which programs would benefit CPBI members & non-CPBI members Book facilities and set dates for breakfast/lunch sessions	Organizes and supports the Regional Conference Develops a conference budget and solicits for sponsorship. Manages all Conference revenues and expenses Identifies topics and arranges for Conference speakers
Make-up & Chair (according to Committee Terms of Reference)	Comprised of at least 3 Council members	Chaired by Council Treasurer with at least 4 Council members	Chaired by immediate past Chairperson or current Chair plus at least 3 other Council members	Comprised of at least 4 Council members	Comprised of at least 4 Council members	Chair is not the Regional Chair or National Rep. Comprised of at least one member of each committee of Council