



## **VOLUNTEER OPPORTUNITY**

### **CASC Program Development Committee**

#### Purpose:

The Program Development Committee will act in an advisory capacity to CASC and will be composed of board members and stakeholders with an interest in developing programs that bring high value to CASC Members.

CASC is very interested in broadening the scope of programs currently offered and is seeking representation on this committee to represent the diversity of skills required in the science centre industry, such as human resources, marketing, administration, programs/education, outreach, etc.

#### Responsibilities and Duties:

The roles and responsibilities of the Program Development Committee are:

- Review and evaluate current programs,
- Develop new programs that increase members' capacity to provide informal science engagement,
- Develop an annual calendar of webinars and webcasts,
- Research and implement online discussion groups/communities of practice that are relevant to the staff and volunteers at CASC Member institutions,
- Coordinate with the conference program committee to ensure conference objectives meet program goals.

#### Qualifications:

Members of the Program Development Committee will provide a broad set of skills, abilities and experiences. As this is a working committee, it is also an excellent learning opportunity for those interested in developing their skills. Overall, the committee requires the following:

- Good analytical skills
- Experience with available funding programs and opportunities
- Grant writing skills
- Data presentation skills
- Knowledge of science centre programs and activities
- Experience with communities of practice, webinars and/or webcasts

#### Commitment Expected:

Committee members are expected to participate in a minimum of quarterly conference calls at prescheduled dates and times as well as complete tasks in a timely manner.

#### Training:

Upon appointment, members of the Program Development Committee will receive orientation from the Executive Director.

#### To Apply:



Please send an expression of interest with a summary of qualifications to Stephanie Deschenes, Executive Director, [deschenes@casc-accs.com](mailto:deschenes@casc-accs.com).