



Request Form

For Organizations Seeking a CHCPBC Representative for an External Committee or Group

Please complete the following details. Upon receipt of this form, the CHCPBC Registrar or their designate will review and consider an appointment to the external committee or group based on criteria outlined in CHCPBC policy, and determine who might be the best individual to serve as representative given current roles at the College.

Organization Information

Organization name:

Organization address:

Organization website:

Contact name:

Contact phone:

Contact email:

Committee or Group Information

Briefly describe the committee or group's purpose within your organization:

Please also include a copy of the committee or group's **Terms of Reference** with your submission if applicable.



Role Information

Duration of the appointment:

Time commitment for the role (monthly or annually):

Travel expectations for the role:

Level of urgency in filling the role:

Knowledge, skills, and experience required from the representative:

Availability of training, orientation, or other resources for the representative:

Expense reimbursement policy (if applicable):

Any other expectations for the role:

Please submit this completed form, along with a copy of the committee or group's Terms of Reference (if applicable), to sgsa@chcpbc.org for review and response.