

# HOW TO

START & RUN A  
**STUDENT  
CHAPTER**



**EIM**  
**ICM**

# TABLE OF CONTENTS

## HERE TO HELP

The aim of this guide .....	2
Main CIM National contact.....	2

## ABOUT CIM

Who we are .....	3
CIM National.....	4
CIM Societies .....	5
CIM Branches.....	5

## CIM SUPPORT FOR STUDENT CHAPTERS

CIM Foundation.....	6
Branches and Societies.....	6
CIM Student Chapter webpage.....	7
CIM Student Chapter email.....	7

## RUNNING YOUR STUDENT CHAPTER

Must-haves .....	8
CIM Student Chapter Executive Committee.....	9
Officer roles and responsibilities.....	10
President.....	10
Vice-President.....	10
Treasurer.....	10
Secretary.....	10
Faculty Advisor.....	10
Other committees.....	10

## THANK YOU

# HERE TO HELP



## THE AIM OF THIS GUIDE

CIM values its Student Chapters and wants to ensure that Student Chapter Officers have the knowledge and resources needed to successfully run and operate their local Chapter. We created this guide to help prepare you in your activities and to answer any questions you may have in your role as a Student Chapter Officer.

## MAIN CIM NATIONAL CONTACT

If you have any questions that aren't covered in this document, always feel free to contact [membership@cim.org](mailto:membership@cim.org).



# ABOUT



## WHO WE ARE

CIM is made up of many different parts and offers a number of services, and we want to make sure that you are aware of them so that you can fully take advantage of your membership, recruit new members to your Chapter and develop your leadership skills as a student and young professional in the mining, metallurgy and geoscience fields.

CIM has approximately 10,000 individual members, 163 corporate members, 31 Branches, 11 technical Societies, numerous committees and 8 Student Chapters. Our members help shape, lead and connect the mining industry around the globe, and together we have served as a trusted voice for over 120 years.

In that time, CIM has evolved in response to the needs of our members, but we have been steadfast in our commitment to serving as a hub of information and connection for the Canadian and global mining industries.

### We are driven by our strategic goals:

- World-Class Knowledge, Personal & Professional Development
- Expert CIM Community
- Expand Awareness of the Essential Contribution Mining Makes to Society
- Best-in-Class CIM Operations

**10k**  
INDIVIDUAL  
MEMBERS

**163**  
CORPORATE  
MEMBERS

**31**  
BRANCHES

**11**  
TECHNICAL  
SOCIETIES

**8**  
STUDENT  
CHAPTERS

## CIM NATIONAL

CIM headquarters are located in **Montréal, Québec**. The CIM National staff focuses on delivering our strategic goals in support of the CIM community. We achieve this through events, trade shows, publications, websites and partnerships with other industry associations, governments and groups as well as through the services we provide our members.

The CIM National Office is managed by the Senior Leadership Team, represented by the CEO and the Directors of our various departments/teams.

Here's a quick cheat sheet of what those departments/teams do.

### EXECUTIVE OFFICE

Ensures that the National Office carries out CIM's vision, mission and strategic goals set forth by Council, and supports Branches, Societies and the wider CIM community in their efforts to do so.

### FINANCE, ADMINISTRATION & IT

Manages IT infrastructure and the finances of the National Office, events and several CIM constituents as well as takes care of member accounts.

### MEMBER SERVICES

Ensures that member inquiries are responded to and that our community of constituents are well supported.

### EVENTS & PROFESSIONAL DEVELOPMENT

Organizes all aspects of various events such as the annual CIM Convention, including student programming. They also manage the CIM Distinguished Lecturer Program.

### MEDIA

Oversees *CIM Magazine*, *CIM Journal* and other CIM publications.

### COMMUNICATIONS & MARKETING

Manages websites, marketing campaigns and internal and external communications.

For a list of staff members and our contact information, go to [www.cim.org/contact-us/](http://www.cim.org/contact-us/)

## CIM SOCIETIES


Our Societies are instrumental in helping professionals build their knowledge and expertise through meetings, conferences, publications, workshops, awards and scholarships, making them integral to CIM. CIM members can join one or more of the following Societies:

Canadian Mineral Processors Society (CMP)	Environmental and Social Responsibility Society (ESRS)	Geological Society (GeoSoc)	Health and Safety Society (HSS)
Maintenance, Engineering and Reliability Society (MER)	Management and Economics Society (MES)	Metallurgy and Materials Society (MetSoc)	Mining Society of Nova Scotia (MSNS)
Rock Engineering Society (RES)	Surface Mining Society (SMS)	Underground Mining Society (UMS)	<p><b>MORE INFORMATION ON OUR WEBSITE</b></p> <p><b>CIM.ORG/Communities/Societies</b></p>

## CIM BRANCHES

Our local Branches raise industry awareness for the public and give back to their communities. Getting involved with your local Branch will help you to strengthen your network and contribute to your community. Many Branches also have student programs and scholarships. **See CIM's website for the list of our Branches.**

# CIM SUPPORT FOR STUDENT CHAPTERS



## DISTINGUISHED LECTURERS PROGRAM

The Distinguished Lecturers program is offered to all CIM Branches, technical Societies and Student Chapters. CIM National defrays the cost of air travel while the requesting body covers local expenses (accommodation, transportation, etc.). Distinguished Lecturers can also be requested to deliver a virtual presentation. For more information, download the brochure or contact: [Dist\\_lecturer@cim.org](mailto:Dist_lecturer@cim.org)

## BRANCHES AND SOCIETIES

As mentioned earlier, some CIM Branches and Societies have their own student programs, activities and scholarships. Some create connections with Student Chapters at nearby academic institutions to help them put on events or raise funds. Reach out to a Branch or Society executive member today to collaborate on a project or ask about how they may be able to help your Chapter. Find contact information for Branch and Society executives at [cim.org](http://cim.org).

**“I really enjoyed all of our Student Chapter events, with the most memorable being the Women in Mining discussion panel. The panel questions were all written by students, which made the dialogue interesting and relevant.”**

– James Comeau, Dalhousie Student Chapter Past co-Vice President



## CIM STUDENT NEWSLETTER

The CIM Student Newsletter goes out once a month during the academic school year (September-June). Scholarship deadlines, special events and resources are shared. As a student chapter representative, you can share important information about your chapter by sending information to [membership@cim.org](mailto:membership@cim.org).

## CIM STUDENT CHAPTER TOOLKIT

Get access to the CIM Student Chapter toolkit with resources that allow you to effectively run your Chapter, organize events and mobilize students to join and be a part of chapter activities. Contact [membership@cim.org](mailto:membership@cim.org).



# RUNNING YOUR STUDENT CHAPTER



## MUST HAVES

All Student Chapters have essentially the same goals – to help students obtain more knowledge and hands-on experience in their field as well as to build connections with peers and industry professionals – but every Chapter is unique. While each Chapter is autonomous and is encouraged to pursue its own projects and interests, there are a few standards that all Student Chapters must meet:

- ✓ CIM Student Chapters must be connected to a **post-secondary education** institution.
- ✓ CIM Student Chapters must have a **minimum of 10 students** who must all be **CIM Student Members in good standing**, meaning they have paid their \$20 annual membership fee to CIM. Membership in the Chapter is free.
- ✓ CIM Student Chapters must have a **Faculty Advisor** who teaches at the host institution and is a CIM member in good standing or is willing to become one.
- ✓ CIM Student Chapters must send **at least one report** to CIM National **each fall and winter** semester summarizing the Chapter's meetings, activities and initiatives.



## CIM STUDENT CHAPTER EXECUTIVE COMMITTEE

Being a Student Chapter Executive Committee Officer is a great way to meet new people, learn more about the mining and minerals industry, hone your leadership skills and have fun. Additionally, having experience sitting on a board, leading projects, organizing events, fundraising and attending conferences or workshops can help you stand out when you're applying for co-op positions and jobs.

The Executive Committee generally consists of elected Student Officers as well as one to two advisors. **These are the positions we recommend each Student Chapter fill:**

- President
- Vice-President
- Treasurer
- Secretary
- Faculty Advisor

**“Being a part of a CIM Student Chapter gives you more opportunity to meet real people who work in the industry.”**

– Nazari Absamatova, McGill Student Chapter Past President

Depending on the size and demands of your Chapter, you may have additional Officer positions, such as Undergraduate and Graduate Representatives, a Communications Administrator, and a Branch or Society Representative.

Near the end of each academic year, elections should be held to fill positions for the following year. This should be done early enough that the outgoing Officers can help onboard the incoming Officers – transfer files to them, provide access to this guide and ensure they understand their roles.

## OFFICER ROLES AND RESPONSIBILITIES

### PRESIDENT

The President is the chief Officer and leader of the Student Chapter. The President is responsible for guiding the Student Chapter to achieve its fullest potential. The President will preside over Executive Committee meetings, sit in on sub-committee meetings whenever possible and aid in the completion of Chapter reports to CIM National each semester.

### VICE-PRESIDENT

The Vice-President assists the President in accomplishing their organizational duties and guiding the Chapter towards its goals. The Vice-President can preside over Executive Committee meetings in the absence of the President.

### TREASURER

The Treasurer is the financial Officer of the Chapter, and as such, it is the Treasurer's responsibility to monitor and keep exact records of the Chapter's funds. We recommend that the treasurer prepare an academic-year budget, which can then be approved by the Executive Committee.

### SECRETARY

The Secretary attends and records the minutes for all Student Chapter meetings and Executive Committee meetings and helps put together the reports for CIM National each fall and winter semester.

### FACULTY ADVISOR

The Faculty Advisor lends the Student Chapter stability and wisdom. Officers tend to turnover each year as students graduate, but the Faculty Advisor is encouraged to participate with the Chapter for at least a few years. The Faculty Advisor should provide professional guidance and practical advice, keep copies of official Chapter documents, attend as many Chapter meetings as possible and ensure that the Chapter's reports are sent to the CIM National Office each semester.

## OTHER COMMITTEES

Chapters can organize other committees dedicated to specific endeavours, such as Recruitment or Events. The President is encouraged to be involved with each committee in some capacity to ensure that all the committees are working efficiently and towards the Chapter's goals.



# THANK YOU

If you have a question that hasn't been answered yet, no fear! There are other parts of the Student Chapter Package that might have the right information. You can also try contacting someone at the CIM National Office who would be happy to help you. Just send an email to [membership@cim.org](mailto:membership@cim.org).

From all of us at CIM, **thank you so much for joining the team** – we look forward to working with you during your tenure as a Student Chapter Officer and hopefully for many more years to come!

**CIM.ORG**