



Dear Learning Professional,

Thank you for your interest in the Canadian Community of Corporate Educators (CCCE). Enclosed are:

- Membership Application Form
- Agreement
- CCCE Standing Rules
- Format of CCCE Corporate Meetings

CCCE provides a unique forum for individuals who are responsible for training to exchange information and ideas with members of other organizations. Consortium courses offerings, given at reduced rates, are a tangible benefit to member organizations. It is most important that corporate representatives joining CCCE do so with the intention of actively participating in the organization.

A Corporation interested in membership may attend a meeting as a guest. We meet on the third Wednesday of every month (except December) - see <http://www.ccce.on.ca/>. **Please contact one of us to arrange this.**

If you are interested in applying for membership, please complete the enclosed application and agreement and send them back to me. Your application will be presented to the CCCE Board of Directors for approval.

If you have any questions or require further information, please do not hesitate to call me.

Yours sincerely,

Donna Eplen Strgar
CCCE Membership Director

Leigh Geraghty
CCCE Membership Director

The Co-operators
519-767-3925 x6041
donna_eplen-strgar@cooperators.ca

Prospero Learning
416-360-0606 x 226
866-876-0606 x 226
lgeraghty@prosperolearning.com



CCCE CORPORATE MEMBERSHIP APPLICATION

Application Information

Name of Organization

Address

City, Province, Postal Code

Name of Representative

Title

Department/Division

Telephone & Extension

Fax

Email Address

Company Website

Name of Alternate Representative (if any)

Title

Department/Division

Telephone & Extension

Fax

Email Address

Where did you hear about CCCE and/or who introduced you to CCCE? (Individual name and company name):



CCCE VENDOR AGREEMENT

Corporate members must have an education program for their own staff. The privileges and responsibilities of membership are exercised by a designated representative of the corporation. The representative must be involved in the provision of the corporation's education program for its internal staff.

It is understood that upon payment of the annual fee and upon acceptance by the CCCE Board of Directors, an organization becomes a member and is entitled to all privileges of membership in the Canadian Community of Corporate Educators. The corporation agrees to the responsibilities of membership as stated in the CCCE Bylaws.

The organization understands that one of the membership responsibilities is regular attendance at monthly business meetings. One or more employees from the organization may attend monthly meetings. A corporation's membership will be reviewed if its representatives have missed three or more consecutive meetings.

FEE

Annual Membership Fee is \$440 in **Canadian Funds**. Initial membership fee will be prorated based on the month in which the membership application is approved and covers the remainder of the current calendar year.

Authorized signature

Date

Agreement



CCCE STANDING RULES

1. Regular meetings will be held on the third Wednesday of each month. Possible exceptions will be in December, due to the Year End meeting, and in the event of a conference. Meetings will be called to order at 8:45 a.m. unless otherwise organized by the Board of Directors.
2. Dues shall be paid annually upon receipt of the invoice to the CCCE Toronto Region Administrative Consultant.
3. A corporation's membership will be reviewed and may be terminated if its representative or **alternate** has missed three or more consecutive meetings.
4. A corporation's membership will be reviewed and may be terminated if its representative or alternate has breached what are considered to be normal professional and business ethics.
5. Each member company is entitled to have a guest(s) attend a regular meeting. If the guest is from another company, the Membership Director must be notified in advance.
6. A company interested in CCCE may attend two meetings as a guest, prior to applying for membership provided that the Membership Director is informed beforehand.
7. The Administrative Consultant will prepare minutes of each meeting, and will post them on the CCCE website.
8. A financial report will be given verbally semi-annually. A written report will be available upon request.
9. Vendor members will not engage in overt marketing of their services during the meeting. Approved vendor members may leave literature at the side table for pickup.
10. Members will not engage in any recruitment activity during the meeting.



CCCE MEETING FORMAT

8:45 am – Refreshments

An opportunity to meet informally with other CCCE members. Guests are asked to sign in.

9:00 - 10:45 am – Business Meeting

Welcome

The chairperson welcomes any guests, alternates or new representatives to the meeting and asks members to check the attendance list and make any required changes.

Minutes of the Last Meeting

Please review the minutes of the last month's meeting prior to this meeting. If you find any errors or omissions in the minutes, bring them up at this point.

Needs & Leads

The Board of Directors report any updates regarding CCCE activities and upcoming Trends & Perspectives topics.

Members get input, feedback and solutions to specific topic requests and update the group on any current projects or any training related matter (training related article/course/conference).

Member Presentation

The Membership Director arranges for one member to give a brief presentation on their company and training department.

Break

At some point during the meeting, the Chairperson will stop for a coffee break. This gives you the opportunity to meet other CCCE members.

Trends & Perspectives Presentation

There is a short presentation given towards the end of the meeting. The presentations may be done by a CCCE member or by a representative from some educational institute. Topics may range from an overview of particular conference members attended to technical topics. These sessions are organized by the Program Directors.



CCCE CURRENT MEMBERSHIP

As of January 2011:

ACRA Training	Nexient Learning Inc
AEC	Novopharm
Ainsworth Inc	Ontario Lottery & Gaming
Air Canada	Ontario Securities Commission
Allstate Canada Group	Osler, Hoskin & Harcourt, LLP
Bank of Montreal	Oxford Properties Group
Benchmark Performance	Prospero Learning Solutions
Bruner Business Communications	ProTech Canada Ltd
Canadian Tire	Rogers
The Coaching Clinic	Royal Bank
The Co-operators	Saba Software (Canada) Inc
Courses4IT	ScotiaBank
The Dominion of Canada General Insurance Company	Shopper's Drug Mart
EDLS	SkillSoft
Element K	Sun Life Financial
ICDL	Tata Interactive Systems
Information Balance	TD Canada Trust
Kids Help Phone	TekSource Corporate Learning
Last Minute Training	The TDL Group Corp – Tim Hortons
Learning Tree International	Unikron
	Walmart Canada