

HR MEET UP

COMMUNITY AMBASSADOR ROLE DESCRIPTION

July 2025

cphrbc.ca

An HR Meet Up is an informal gathering hosted by CPHR BC & Yukon members in their own city or town. These events offer a casual way for HR professionals to connect and build community.

- Open to all: Both members and non-members are welcome.
- Listed online: All Meet Ups will appear on the CPHR BC & Yukon website calendar, and registration is required through the website.
- Self-funded: Attendees are responsible for purchasing their own food and beverages.

Choosing a Location

Community Ambassadors are responsible for selecting, booking, and managing the Meet Up location.

Please note:

- Meet Ups must take place in a public setting, such as:
  - A local coffee shop, restaurant or pub with a large communal table
  - A community space, eg. library meeting room, community board room at a grocery store
  - A public park eg. for an activity like bocce
- Private homes are not permitted as venues.
- Consider the level of privacy and number of expected attendees when selecting your space.

Hosting Details

- *How many Ambassadors per location?* Ideally, each location will have 2 to 4 Community Ambassadors to help coordinate.
- *Is there a cost?* There is no registration fee and no funding from CPHR BC & Yukon. These gatherings are intentionally informal and consistent across the province. To maintain fairness, no sponsorship or subsidized food/beverages is allowed.
- *How often can Meet Ups be held?* We recommend working with your Member Relations Manager to schedule up to 4 events per year, ideally planned in advance to help attendees stay informed.
- *Are CPD hours awarded?* Attending HR Meet Ups are not eligible for CPD hours. As a Host you may claim CPD hours for the planning and execution.

Registration & Attendance

- Registration is required and completed through the CPHR BC & Yukon website.
- A registration list will be shared with the Community Ambassador(s) 24 hours before the event.

HR Meet Up Interest Lists

- CPHR BC & Yukon will maintain an interest list for marketing purposes, for your area.

CONTACT YOUR MEMBER RELATIONS MANAGER TO INQUIRE