

CAPIC Volunteer Requirements

Committees, SMEs & Working Groups — 2026

This document details the mandate and required skills for each CAPIC committee and the Working Group. Please review the areas that interest you and indicate your relevant experience in your volunteer application. CAPIC uses this information to match member skills to the right roles.

STREAM 1: Committees & Subject Matter Experts (2026–2029)

Committee	Mandate	Required Skills & Experience
Advocacy	Leads lobbying and advocacy on all government levels and with the regulator; develops the annual Lobby Plan; communicates CAPIC policy positions through briefings, position papers, and stakeholder meetings.	<ul style="list-style-type: none"> Government relations / lobbying (federal & provincial) Legislative & policy analysis; briefing note writing Public speaking & stakeholder engagement Knowledge of IRCC, CBSA, CICC operations Non-partisan political engagement & coalition-building
Audit & Finance (AFC)	Ensures short- and long-term financial health; oversees GAAP-compliant reporting, financial KPIs, budgeting, cost control, and sponsorship development.	<ul style="list-style-type: none"> Non-profit financial management & GAAP accounting Financial KPI development, reporting & analysis Audit oversight & internal controls Cash-flow forecasting & financial modelling Sponsorship development / fundraising / grant writing
Education & Training (E&T)	Develops and delivers CAPIC's CPD events, NCIC conference, Summit series, and Practice Management programs targeting all membership groups.	<ul style="list-style-type: none"> Education program design & curriculum development Event planning, speaker recruitment & logistics Knowledge of CPD requirements for RCICs Quality assurance & program evaluation Immigration practice subject-matter expertise (asset)
Governance & Nominating (GNC)	Oversees BSC implementation and annual review; ensures governance best practices; provides delegation and governance training to staff, managers, and committee chairs.	<ul style="list-style-type: none"> Corporate & non-profit governance best practices Balanced Scorecard methodology & strategic planning Board of Directors experience Organizational development & training facilitation Performance measurement frameworks
Human Resources & Compensation (HRCC)	Develops the Performance Measurement System linked to the BSC; defines competency profiles; leads initiatives to hire, develop, and retain high performers and to identify and map membership skills.	<ul style="list-style-type: none"> HR management & performance management system design Compensation & benefits (non-profit context) Skills assessment, competency mapping & talent management Organizational development & retention strategies Employment standards & HR best practices
Membership Services (MSC)	Manages membership engagement, support, and growth; maintains the Membership Information Database; coordinates SME pools and volunteer task forces; develops and executes annual membership drives.	<ul style="list-style-type: none"> Member engagement & community-building CRM / database management & data analysis Marketing, communications & campaign planning Volunteer coordination & task-force management Digital trend awareness & technology adoption

Subject Matter Experts (SMEs)

In addition to standing committee positions, CAPIC maintains a pool of SMEs engaged on demand to support policy, education, advocacy, or member-support needs. This is a flexible role (typically 2–5 hours per engagement) without regular meeting commitments. Deep expertise in one or more immigration practice areas or professional disciplines is required. Please indicate your specialisation areas in your application.

STREAM 2: Working Group (2026–2028) — Technology & Platforms

The Working Group drives the development and continuous improvement of CAPIC’s technology platforms and digital services. The scope of work covers the following areas:

IMMeFile Platform

Improving platform functionality (integrated payment processing, electronic signatures, AI features), gathering member feedback through NPS surveys, resolving usability issues, creating instructional videos, and supporting platform promotion campaigns.

IMMeCentre & IMMeLegal

Managing a dedicated information resource (ATIPs, missing information identification) and maintaining a searchable case-law database with standardised summaries classified by subject.

IMMeMentor, IMMeForum & Networking

Developing low-cost mentoring and networking modules and performing ongoing forum maintenance, moderation, and incremental upgrades.

AI Analysis & Implementation

Identifying high-value AI opportunities across CAPIC operations, including member behaviour analytics, personalised communications, event optimisation, content curation and recommendation, financial process automation (dues, expenses, budget forecasting), and AI-assisted legislation and research analysis for advocacy.

Website Re-engineering

Redesigning the CAPIC website using a modular, mobile-first, state-of-the-art architecture aligned with CAPIC services.

Required Skills & Experience — Working Group

Applicants should have hands-on experience in one or more of the following areas:

- Online application filing / case management / automated business systems
- AI & machine learning (analytics, personalisation, process automation)
- Web development, UX/UI design & mobile-responsive architecture
- Data analytics & business intelligence
- Legal research & case-law analysis
- Project management & agile delivery
- Video production & instructional content creation
- Marketing & promotional campaign development
- Technology / IT infrastructure & platform management

Skills Self-Assessment

As part of CAPIC’s strategic initiative to identify and utilize membership skills, all applicants are asked to indicate their level of experience in the areas listed above as part of their volunteer application. This helps CAPIC match your expertise to the committee or working group where you can make the greatest impact.