

# CALL FOR VOLUNTEERS

Committees, Working Groups & Subject Matter Experts

Application Deadline: Friday, April 24, 2026 at 11:59 PM

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CAPIC — the voice of immigration and citizenship consultants — is committed to promoting and protecting the integrity of the profession and the immigration system. To fulfil this mandate, we rely on the expertise and dedication of member volunteers who serve on our committees and working groups.

We are recruiting for two streams of volunteer engagement beginning in 2026. Whether you have 5 hours or 15 hours a month to contribute, there is a meaningful role for you.

## At a Glance

	Committees & SMEs	Working Groups
<b>Opportunity</b>	Committee Member / SME	Working Group Volunteer
<b>Commitment</b>	5–7 hours / month	15 hours / month
<b>Term</b>	3 years (2026–2029)	2 years (2026–2028)
<b>Deadline</b>	April 24, 2026	April 24, 2026

## Eligibility

All applicants must be practicing immigration and citizenship consultants in good standing with CAPIC. Knowledge of regional, provincial, and national stakeholder priorities, progressive leadership experience, and previous volunteer experience with CAPIC are considered assets. Candidates with relevant experience outside the immigration profession are encouraged to describe those experiences in their application.

## Shared Volunteer Responsibilities

All CAPIC volunteers — regardless of stream — commit to:

- Attend all scheduled meetings and actively support the committee or working group’s mandate.
- Complete all onboarding and continuing training.
- Communicate in a timely manner and prepare materials in advance of meetings.
- Declare any conflict of interest and maintain strict confidentiality.
- Deliver assigned tasks within agreed timelines and participate in periodic performance feedback.

Please review CAPIC’s complete [Volunteer Requirements \(link of the other document here\)](#) for full details.

## Volunteer Development & Recognition

CAPIC invests in its volunteers through structured onboarding, ongoing professional development, mentoring by experienced members, regular performance feedback aligned with committee work plans, formal recognition of service (certificates, references, public acknowledgment), and pathways for progression from member to vice-chair, chair, or across committees and working groups.

## Why Volunteer with CAPIC?

Your expertise shapes this profession. As a CAPIC volunteer, your recommendations go directly to the Board, your feedback informs platform development, and your advocacy strengthens what it means to be a regulated immigration consultant in Canada. Every committee seat, every working group contribution, and every hour invested advances a profession that thousands of Canadians and newcomers depend on.

## Committee & Working Group Requirements

For detailed descriptions of each committee's mandate and the specific skills and experience required for both streams, please refer to the companion document: [CAPIC Volunteer Requirements – Committees, SMEs & Working Groups](#).

To help CAPIC match your expertise to the right role, please review the requirements and complete the skills self-assessment in your application.

## How to Apply

Log in to your **CAPIC Connect Dashboard** → My Dashboard → My Profile → Volunteer Enrollment tab (under Professional Information). Complete the Volunteer Application form and upload all required documents, including the Conflict-of-Interest Form and, for Working Group applicants, the signed and witnessed Non-Disclosure Agreement.

**We are excited to welcome you to the CAPIC volunteer family!**