

IPAC EASTERN ONTARIO
A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Job Descriptions	ORIGINATED:	1985 Terms of Reference
TITLE:	PRESIDENT	REVISED:	06Nov,11Nov,14Aug,15Mar,17Feb
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PURPOSE

To provide leadership to ensure that the chapter meets the goals and objectives as stated in the Terms of Reference and the ongoing needs of chapter members.

POLICY

1. The President directs the activities of the chapter, delegating tasks as required.
2. The President-elect will assume the position of President upon completion of the term.
3. If the President is unable to fulfill the duties of the position, the position will be filled by the President-elect or Past-president.

TERM

The term of this position is two (2) calendar years.

ELIGIBILITY CRITERIA

Candidates for President must be members in good standing of IPAC Canada and IPAC-EO and agree to fulfill the functions of the President as outlined.

FUNCTION

1. Fulfills the Terms of Reference of IPAC Eastern Ontario (IPAC-EO) and IPAC Canada.
2. Acts as the official spokesperson for IPAC-EO, in consultation with the Executive.
3. Reviews and edits (as necessary) the agenda prepared by the Secretary.
4. Presides at each Executive and General meeting.
5. Attends, or designates an alternate, to attend such meetings where IPAC-EO representation is required.
6. Is ex-officio member of any IPAC-EO committee or task group.
7. Represents the chapter as the Ontario East representative on the IPAC Canada Chapter Council when required. Our representation is required approximately every six (6) years.
8. Maintains liaison with IPAC Canada Board of Directors through the IPAC Canada designated Director.
9. Maintains communication between IPAC-EO and other chapters as well as other organizations.
10. Acts as the chapter representative on the IPAC Canada Strategic Planning Committee; and holds chapter focus group meetings as requested by IPAC Canada.
11. The President or approved alternate attends the annual IPAC Canada Chapter Presidents' Meeting (funded by IPAC-EO, as funds are available), and presents a report on IPAC-EO activities and plans.
12. Ensures that Executive members and representatives fulfil their obligations to the chapter and to IPAC Canada.
13. Submits Chapter News to the Canadian Journal of Infection Control (CJIC) and the Annual Chapter Report to IPAC Canada, Chapter Webmaster and Archivist at year-end to include current and incoming Executive and a summary of activities.
14. Submits the list of chapter representatives to the IPAC Canada committees/interest groups for the coming year.
15. Orients the President-elect to the responsibilities, dates and deadlines etc., to ensure a seamless transition to new Executive in January.
16. Obtains permission from IPAC Canada to have chapter President-elect audit the Chapter Presidents' Meeting.
17. Appoints two members to assist Membership Director on nominating committee at the September meeting.

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18. Maintains an IPAC EO-issued flash drive containing records pertaining to the position of President.
19. Ensures that flash drives containing president role records are passed on to the newly elected incumbent to the position.

REFERENCES

1. IPAC-EO Terms of Reference (<http://eo.ipac-canada.org/photos/custom/PDF/TOR.pdf>)
2. IPAC Canada Policy 2.11 (<http://ipac-canada.org/photos/custom/Members/policies/2-11%20-%20Board%20of%20Directors%20-%20PRESIDENT.pdf>)