IPAC EASTERN ONTARIO	
A Chapter of Infection Prevention and Control (IPAC) Canada	
SECTION: Job Descriptions	**ORIGINATED:** 1985 Terms of Reference
TITLE: **PRESIDENT-ELECT**	**REVISED:** April 2017
NUMBER: 2.2	**PAGES:** 1 of 1

PURPOSE

To allow the member to become familiar with the chapter and the roles and responsibilities of the President in order to proceed with a seamless executive change.

POLICY

1. The President-elect will be elected every third year at the annual general meeting in November.
2. The President-elect will assume this position in January.
3. The President-elect will assume the position of President, if necessary, if there is no Past President.

TERM

The term of this position is one (1) calendar year.

ELIGIBILITY CRITERIA

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

FUNCTION

1. Fulfills the Terms of Reference of IPAC Eastern Ontario (IPAC EO) and IPAC Canada.
2. Fulfills the duties of the President in his/her absence.
3. Reviews the IPAC EO Terms of Reference and Policies prior to taking the office of Chapter President.
4. May attend the IPAC Canada annual Chapter president's meeting as an observer, with funding from IPAC EO (as funds are available) and with prior approval by the IPAC Canada Membership Services Office (MSO). See Policy 4.2 IPAC Canada Annual Conference (Section C, Other Executive Members), for funding arrangements.
5. Assumes position of President at completion of term, and as necessary.
6. Assumes the position of Education Chair if there is no incumbent for that position for the current year.

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-ELECT.pdf)
3. IPAC EO Policy 4.2, IPAC Canada Annual Conference (https://eo.ipac-canada.org/policy-manual.php)