

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Job Descriptions	ORIGINATED:	1985 Terms of Reference
TITLE:	MEMBERSHIP DIRECTOR	REVISED:	06Nov, 11Nov, 14Aug, 15Mar, 16Sep
NUMBER:	2.6	PAGES:	1

PURPOSE

To maintain an accurate record of chapter members and contact information.

POLICY

1. The Membership Director maintains a current membership list.
2. The Membership Director maintains an awareness of possible candidates for Executive positions.

TERM

The term of this position is three (3) calendar years with eligibility for re-election.

ELIGIBILITY CRITERIA

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

FUNCTION

1. Encourages membership in IPAC Canada and the chapter.
2. Receives and compiles membership information as forwarded from IPAC Canada.
3. Maintains a list of current chapter members, updates contact information as needed and sends updated list to Secretary and Treasurer as changes occur.
4. Collates a final membership list for the year at the end of November and provides a copy to the Secretary for distribution to the membership.
5. Acts as the chapter representative to the IPAC Canada Membership Committee.
6. Attends the annual IPAC Canada Conference with financial support from the chapter, as funds are available.
7. Assures that a welcome document is given/sent to new members.
8. Encourages members to volunteer for Executive positions.
9. Maintains an IPAC EO-issued flash drive containing all records and documents pertinent to the position (e.g., membership lists).
10. Passes on flash drives containing membership records to newly elected incumbent to the position.
11. Orients the in-coming Membership Director to ensure a seamless transition.
12. Chairs the Nomination Committee.

REFERENCES

1. IPAC EO Terms of Reference (<http://eo.ipac-canada.org/photos/custom/PDF/TOR.pdf>)
2. IPAC Canada Policy 15.40 (<http://ipac-canada.org/photos/custom/Members/policies/15-40.pdf>)
3. IPAC EO Policy 3.1 (http://eo.ipac-canada.org/photos/custom/policymanual/3-1_Nominating_Committee.pdf)

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Job Descriptions	ORIGINATED:	1985 Terms of Reference
TITLE:	MEMBERSHIP DIRECTOR	REVISED:	06Nov, 11Nov, 14Aug, 15Mar, 16Sep
NUMBER:	2.6	PAGES:	1

4. IPAC Canada Dates and Deadlines (<http://ipac-canada.org/dates-deadlines.php>)