

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Job Descriptions	ORIGINATED:	2004
TITLE:	ADMINISTRATIVE ASSISTANT	REVISED:	09Jun, 13Nov, 14Aug,16Sep
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PURPOSE

To provide administrative support to the chapter by assisting the Executive members in fulfilling their roles.

POLICY

1. The Administrative Assistant is a volunteer or an appointee, approved by the Executive.
2. The Administrative Assistant attends Executive meetings as an ex officio non-voting member.

TERM

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

ELIGIBILITY CRITERIA

Candidates for Administrative Assistant must be members in good standing of IPAC Canada and IPAC EO.

FUNCTION

1. Assists Executive members as able and on request.
2. Maintains and updates chapter manual status form and shares this information at each executive meeting.
3. Maintains and participates in revision of chapter policies/procedures.
4. Maintains an ongoing list of chapter members holding positions on the chapter Executive, IPAC Canada corresponding members on committees and interest groups, and other positions that are of importance to the chapter (e.g., chapter members who hold positions in IPAC Canada).

PROCEDURE

1. Chapter Executive will approve the volunteer or appointee for this position.
2. The Administrative Assistant, in conjunction with the Past President, will review all policies on a bi-annual basis and revise as necessary, engaging the assistance of other members, as appropriate.
3. Policy manuals are retrieved and updated centrally by the Administrative Assistant as required, i.e., every two years.
4. The Administrative Assistant will:
 - a. Maintain an electronic record of each policy/procedure on an IPAC EO-issued external flash drive for archive purposes;
 - b. Ensure that archived policies/procedures are passed on to the next Administrative Assistant along with the chapter manual (hard copy);
 - c. Update the index and distribute the revised index when required;
 - d. Maintain a record of chapter manual distribution;
 - e. Provide an electronic copy of finalized policies to the webmaster for posting on the chapter website;
 - f. Ensure that the membership is notified of new/revised policies; and

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- g. Pass on flash drives containing chapter policies/procedures to newly elected incumbents to this position.

REFERENCES

1. IPAC EO Terms of Reference (<http://eo.ipac-canada.org/photos/custom/PDF/TOR.pdf>).