

SASKPIC A Chapter of Infection Prevention and Control (IPAC) Canada



Section: Job Descriptions	Approved: April 11, 2018
Title: President-elect	Revised:
Number: SP 2.3	President: Karrie Yausie

Purpose

To allow the President-elect of SASKPIC 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 second year at the annual general meeting in September.
2. The President-elect will assume this position after the second year at the annual general meeting in September.

Term

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

Eligibility Criteria

Candidates for President-elect must be members in good standing of IPAC Canada and IPAC SASKPIC and agree to fulfill the functions of the President-elect as outlined. Certification in Infection Control (CIC) is required.

Function/Procedure

1. Fulfills the Terms of Reference of IPAC Saskatchewan (IPAC -SASKPIC) and IPAC Canada.
2. Fulfills the duties of the President in his/her absence.
3. Attends all Executive and general meetings.
4. Serves as parliamentarian, in accordance to 'Roberts Rules of Order', if required.
5. Reviews the IPAC -SASKPIC Terms of Reference and Policies prior to taking the office of Chapter President.
6. May attend the IPAC Canada Annual Chapter President's meeting as an observer, with funding from IPAC -SASKPIC (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.
7. Assumes position of President at completion of term, and as necessary.
8. As delegated, be a signing authority for banking transactions.

References:

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IPAC Canada Policy 2.11, *Board Job Descriptions*: <https://ipac-canada.org/photos/custom/Members/policies/2-11%20-%20Board%20of%20Directors%20-%20PRESIDENT-ELECT.pdf>

IPAC Eastern Ontario Job Description President Elect #2.2: <https://eo.ipac-canada.org/photos/custom/policymanual/2-2%20President-Elect%202017April.pdf>