

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



Section: Job Descriptions	Approved: April 11, 2018
Title: President	Revised:
Number: SP 2.2	President: Karrie Yausie

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-SASKPIC and agree to fulfill the functions of the President 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. Acts as the official spokesperson for IPAC-SASKPIC, in consultation with the Executive.
3. Prepares the agenda prior to IPAC-SASKPIC meetings and submits to the Secretary at least one week prior to the meeting.
4. Presides at each Executive and General meeting.
5. Attends, or designates an alternate, to attend such meetings where IPAC-SASKPIC representation is required.
6. Is ex-officio member of any IPAC-SASKPIC committee or task group.
7. Represents the chapter as the Saskatchewan representative on the IPAC Canada Chapter Council when required. Our representation is required approximately every six (6) years.
8. Acts as a signing authority for banking transactions.
9. Maintains liaison with IPAC Canada Board of Directors through the IPAC Canada designated Director.
10. Maintains communication between IPAC-SASKPIC and other chapters as well as other organizations.

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11. Acts as the chapter representative on the IPAC Canada Strategic Planning Committee; and holds chapter focus group meetings as requested by IPAC Canada.
12. The President or approved alternate attends the annual IPAC Canada Chapter Presidents' Meeting (funded by IPAC-SASKPIC, as funds are available), and presents a report on IPAC-SASKPIC activities and plans.
13. Ensures that Executive members and representatives fulfil their obligations to the chapter and to IPAC Canada.
14. Submits Chapter News to the Canadian Journal of Infection Control (CJIC) and the Annual Chapter Report to IPAC Canada, Chapter Webmaster at year-end to include current and incoming Executive and a summary of activities.
15. Submits the list of chapter representatives to the IPAC Canada committees/interest groups for the coming year.
16. Orients the President-elect to the responsibilities, dates and deadlines etc., to ensure a seamless transition to new Executive in September.
17. Obtains permission from IPAC Canada to have chapter President-elect audit the Chapter Presidents' Meeting.
18. Conducts the election at the September annual general meeting.
19. Introduces and thanks speakers at the spring education session and fall education conference and provides chapter thank-you card.

References

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

IPAC Eastern Ontario Job Description President #2.1: <https://eo.ipac-canada.org/photos/custom/policymanual/2-1%20President.pdf>