

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



<b>Section: Job Descriptions</b>	<b>Approved: April 11, 2018</b>
<b>Title: Programs and Projects Coordinator</b>	<b>Revised: March 3, 2020</b>
<b>Number: SP 2.4</b>	<b>President: Karrie Yausie</b>

**Purpose:**

To plan and coordinate the spring and fall provincial conferences including but not limited to arranging for guest speakers and coordinating audio-visual aids. Identify additional program/educational needs of the chapter membership in order to meet the objectives of the chapter as outlined in the Terms of Reference.

**Policy:**

The Programs and Projects Coordinator plans and coordinates the spring education session and the fall educational conference for SASKPIC.

**Term:**

The term of this position is three (3) calendar years. A second 2 year term may be served at the discretion of the SASKPIC membership.

**Eligibility Criteria:**

Candidates for Programs and Projects Coordinator must be members in good standing of IPAC Canada and IPAC -SASKPIC and agree to fulfill the functions of Programs and Projects Coordinator as outlined.

**Function/Procedure:**

1. Attends all executive and general membership meetings.
2. With assistance from the executive, plans provincial conferences.
3. Utilizes the IPAC-SASKPIC conference planner template.
4. Reviews annual conference evaluations and provides summary to executive.
5. Uses the previous year(s) program evaluations to determine conference education topics and other educational events.
6. In the absence of a webmaster will act as a liaison to the national webmaster.
7. Plans and coordinates the educational component of spring and fall chapter education conferences with the assistance of the Executive.
8. Coordinates educational events with Chapter Executive.
9. Writes the introductions and biographies for the speakers so that President can introduce them at the spring education session and the fall educational conference.
10. Attends the annual IPAC Canada Conference with financial support from the chapter every third year (rotating with other members of executive, excluding President, President Elect, Past President and Member At Large), as funds are available.

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### References:

IPAC Canada Policy 2.11, *Board Job Description*: [https://ipac-canada.org/photos/custom/Members/policies/2-11%20-%20Board%20of%20Directors%20-%20DIRECTOR%20\(Programs%20&%20Projects\).pdf](https://ipac-canada.org/photos/custom/Members/policies/2-11%20-%20Board%20of%20Directors%20-%20DIRECTOR%20(Programs%20&%20Projects).pdf)

IPAC Eastern Ontario Job Description Education Director #2.12: <https://eo.ipac-canada.org/photos/custom/policymanual/2-12%20Education%20Director%202017April.pdf>