

POLICY/PROCEDURE NUMBER:

B – 1.2

DATE: October 27, 1992	SUBJECT:
ISSUE: Board of Directors	Job Description - Vice President
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1. **Position:**
 - 1.1 To assume the duties of the President in their absence and to act on any other Executive duties as may be assigned from time to time by the President.

2. **Responsibilities:**
 - 2.1 Responsible to the President of the Canadian Healthcare Engineering Society.

3. **Summary of Duties:**
 - 3.1 Assume the duties of the President in their absence.

 - 3.2 Act on any other Executives duties as may be assigned from time to time by the President.

 - 3.3 Act as Executive Liaison to the Professional Development committee, including the national conference planning team.

 - 3.4 Know the CHES National By-Laws.

 - 3.5 Understand the workings of the Society's structure.

 - 3.6 Acquaint themselves with Society administration, programs and activities.

 - 3.7 Assist in preparing newsletters for the *Canadian Healthcare Facilities* magazine when required.

 - 3.8 Exercise the Society's voting privileges of the position as may be required at meetings of the Society.

 - 3.9 Perform other duties as required by the Board of Directors.

Approved by: _____
President

Date: _____