

POLICY/PROCEDURE NUMBER:

H – 1.1

DATE: <b>December 1, 1992</b>	1. SUBJECT:
ISSUE: <b>Chapters</b>	2. <b>Job Description - Chapter Chair</b>
REVIEWED: <b>June 2020</b>	3. PAGES: <b>1 of 2</b>

**1. Position:**

To be Chief Executive Officer of the Chapter.

**2. Responsibilities:**

Responsible to the President of the Society and members of the Canadian Healthcare Engineering Society within the Chapter area.

**3. Summary of Duties:**

- 3.1 Preside at meetings:
  - i) Chapter meetings
  - ii) Annual Chapter meetings
- 3.2 Represent a Chapter on the National Executive Committee which is to govern and administer the Constitution and By-Laws, and policies of the Society.
- 3.3 Actively and conscientiously participate in the business and affairs of the Executive Committee.
- 3.4 Continually alert and report to the Society Executives all matters of importance arising at the Chapter level.
- 3.5 Effectively transmit and promote Society plans, programs and policies to the Chapter membership by newsletter summarizing each Executive meeting.
- 3.6 Assist in the planning of Annual General Conference.
- 3.7
  - i) Seek out leaders and nominate qualified members to positions of responsibility in the Society from their Chapter.
  - ii) Encourage their interest in advancement to leadership in the Society.
- 3.8 Reinforce communications between the Society and the Chapter.
- 3.9 Maintain up-to-date information on matters affecting the local industry which could be of interest or cause concern to the Chapter and the Society.
- 3.10 Be an Ex-officio and a non-voting member of Chapter Standing and Sub-committees.
- 3.11 Assign other duties to the Chapter Executive members, which are not included in their portfolios as may be required from time to time.
- 3.12 Appoint members to the Standing and Sub-committees for various appointments and submit recommendations to the Chapter Executives for verification.
- 3.13 Know the Corporation By-Laws.

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**4. Summary of Duties (Continued):**

- 4.1 Understand the workings of the Society's structure.
- i) Acquaint themselves with the Chapter Administration.
  - ii) Study past and ongoing programs of work and accomplishments.
  - iii) Consult with immediate past Chapter Chair for advice.
- 4.2 Together with the Chapter Executive Committee plan and implement a progressive plan of action for the coming term which will move the Chapter and Society along its stated path and help to accomplish stated goals.
- 4.3 Be responsible for active participation of Chapter Executive Committee members and for actions of the Executive Committee in the Chapter's organization.
- 4.4 Represent the Chapter in public and in its dealings with other organizations.
- 4.5 Be the official spokesperson of the Chapter, unless another member of the Executive Committee is specifically appointed to this duty.
- 4.6 In conjunction with the Secretary, prepare an agenda and set a date for all Annual Chapter, Executive and Special meetings.
- 4.7 Prepare and deliver an Annual Chapter Report to the members as well as a report to National Executives for Annual General Meeting.
- 4.8 Obtain from Chapter treasurer quarterly statements and if required interim financial statements of the Chapter.
- 4.9 Maintain close liaison with the National President and Executives. Inform all Chapter members about other Chapter activities, Society's policies, by-laws and new programs.
- 4.10 Assist in preparing announcements and newsletters for the Quarterly Journal Magazine.
- 4.11 Exercise the corporate voting privileges for the office as may be required to break a tie vote.
- 4.12 Be an official signatory party for the Chapter.
- 4.13 Perform other duties as required for the betterment of the Chapter.

Approved by: \_\_\_\_\_  
President

Date: \_\_\_\_\_