CHES SCISS
Canadian Healthcare Engineering Society
Société canadienne d'ingénierie des services de santé

POLICY/PROCEDURE NUMBER: **H –1.2**

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| DATE: **December 1, 1992** | SUBJECT: **Job Description - Chapter Vice Chair** |
| ISSUE: **Chapters** | |
| REVIEWED: **June 2020** | PAGES: **1 of 1** |

1. **Position:**
   To assume the duties of the Chapter Chair in their absence and to act on any other Executive duties as may be assigned from time to time.

2. **Responsibilities:**
   Responsible to the Chapter Chair of the Canadian Healthcare Engineering Society.

3. **Summary of Duties:**
   3.1 Assume the duties of the Chapter Chair in their absence.

   3.2 Be well versed in all current and ongoing matters of the Chapter.

   3.3 Act on any other Executive duties, as may be assigned from time to time by the Chapter Chair.

   3.4 Know the Corporation By-Laws.

   3.5 Understand the workings of the corporation's structure.

   3.6 Acquaint themselves with Chapter administration, programs and activities.

   3.7 Assist in preparing newsletters for the Quarterly Journal magazine.

   3.8 Exercise the corporate voting privileges of the position as may be required at meetings of the Chapter.

   3.9 Perform other duties as required for the betterment of the Chapter.

Approved by: _____ Date:_____
President