

POLICY/PROCEDURE NUMBER:

J – 2.6

DATE: December 1, 1992	SUBJECT: Ont. Chapter Immediate Past Chair
ISSUE: Job Description	
REVIEWED: Sept. 2022	PAGES: 1 of 1

Position:

To facilitate the smooth transition within the executive between the Chapter Chair to Chapter Immediate Past Chair.

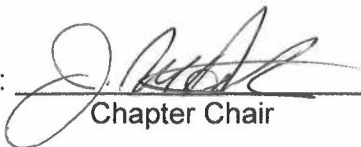
Responsibilities:

Responsible to the Chapter Chair of the Canadian Healthcare Engineering Society.

Summary of Duties:

1. Be well versed in all current and ongoing matters of the Chapter.
2. Act on any other Executive duties, as may be assigned from time to time by the Chapter Chair.
3. Know the Corporation By-Laws.
4. Understand the workings of the corporation's structure.
5. Be the Chapter Executive liaison for the chapter Education Committee
6. Oversee the CHES Ontario executive election process as the Chapter Elections Chair.
7. Facilitate the tracking and preparations associated with the annual President's Award submission.
8. Exercise the corporate voting privileges of the position as may be required at meetings of the Chapter.
9. Perform other duties as required for the betterment of the Ontario Chapter.

Approved by: _____


Chapter Chair

Date: _____

SEPT. 1, 2022