

CHICA - EASTERN ONTARIO
A Chapter of the
Community and Hospital Infection Control Association - Canada

POLICIES & PROCEDURES

SECTION: Job Descriptions
SUBJECT: **PRESIDENT**
ORIGINATED: 1985 Terms of Reference
APPROVED: Executive 01/11/06

NUMBER: 2.1
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REVISED: Oct 02, Nov 06

1. PHILOSOPHY

The organization requires leadership to ensure the chapter meets the goals & objectives in the Terms of Reference and the ongoing needs of the Chapter members.

2. PURPOSE

The President directs the activities of the chapter delegating tasks as required.

3. STRUCTURE

The term of this position is one calendar year.

4. FUNCTION

- 4.1 Fulfills the terms of reference of CHICA - Eastern Ontario (EO) and CHICA-Canada.
- 4.2 Acts as the official spokesperson for CHICA-EO, in consultation with the Executive.
- 4.3 Prepares the agenda and presides at each executive and general meeting.
- 4.4 Attends, or designates an alternate, to attend such meetings where CHICA-EO representation is required.
- 4.5 Is ex officio member of any CHICA-EO committee or task group.
- 4.6 Maintains liaison with CHICA Board of Directors through the CHICA-Canada President-elect.
- 4.7 Maintains communication between CHICA-EO & other Chapters as well as other organizations.
- 4.8 Acts as the chapter representative on the CHICA-Canada Strategic Planning Committee; and holds chapter focus group meetings as requested by CHICA.
- 4.9 Attends the annual CHICA-Canada Chapter Presidents' Meeting (funded by CHICA-EO), and presents a report on CHICA-EO activities and plans.
- 4.10 Ensures that executive members & representatives fulfil their obligations to chapter & CHICA-Canada.
- 4.11 Submits Annual Chapter Report to CHICA-Canada at year-end to include current and next year executive and a summary of activities. Also submits the list of chapter representatives to the CHICA-Canada committees/interest groups for the coming year.
- 4.12 Orients the president-elect to the responsibilities, dates & deadlines etc, in order to ensure a seamless transmission to new executive in January.
- 4.13 Obtains permission from CHICA-Canada to have chapter President-elect audit the Chapter Presidents' Meeting.

5. POLICY/PROCEDURE

- 5.1 Candidates for President must be members in good standing of CHICA-Canada and CHICA-EO and agree to fulfil the functions of the president as outlined.
- 5.2 The term is one calendar year unless special circumstances require a longer or shorter commitment.
- 5.3 The President-elect will assume the position of President upon completion of the term.

6. REFERENCES

- 6.1 CHICA-EO Terms of Reference
- 6.2 CHICA Policy 2.11