

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

POLICIES & PROCEDURES

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

NUMBER: 2.2
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REVISED: Oct 02, Nov 06

1. PHILOSOPHY

In order to proceed with a seamless executive change from year to year this position allows the member to become familiar with the roles and responsibilities of the President.

2. PURPOSE

Prepares to assume the position of Chapter President.

3. STRUCTURE

The term of this position is one calendar year.

4. FUNCTION

4.1 Fulfills the terms of reference of CHICA-EO and CHICA-Canada.

4.2 Fulfills the duties of the President in his/her absence.

4.3 Is aware of and reviews the CHICA-EO Archives prior to taking office of Chapter President.

4.4 Attends the CHICA-Canada annual Chapter Presidents' Meeting, as an observer (funded by CHICA-EO as available) with prior approval by the CHICA-Canada Membership Services Office (MSO).

4.5 Assumes position of President at completion of term.

5. POLICY/PROCEDURE

5.1 Candidates for President-elect must be members in good standing of CHICA-Canada and CHICA-EO and agree to fulfil the functions of the president-elect as outlined.

5.2 The Nomination Committee chaired by the Past-president will accept volunteers and/or nominations for the position.

5.3 The President-elect will be elected at the last meeting of the year (see Nominating Committee Policy 3.1).

6. REFERENCES

6.1 CHICA-EO Terms of Reference

6.2 CHICA-EO Policy 3.1 Nominating Committee

6.2 CHICA-Canada Policy 2.11