

SECTION: Executive Members

ORIGINATED: July 2019

SUBJECT: Job-Description, President-Elect

REVISION:

POSITION:

President-Elect

DESCRIPTION:

1. The President-Elect becomes familiar with the operations of the Chapter and prepares to assume the role and responsibilities of President at the completion of the term, or as required if the President is unable to fulfill their term.
2. The President-Elect carries out all duties as assigned by the President.

TERM:

One (1) calendar year

ELIGIBILITY

Candidates must be members of IPAC-Canada in good standing and agree to fulfill the responsibilities of the President-Elect.

RESPONSIBILITIES:

1. Acts as a Parliamentarian, using a current version of Robert's Rules.
2. Fulfills the duties of President in their absence.
3. Maintains Chapter co-signing authority for financial transactions.
4. Attends all Chapter Executive and Business Meetings.
5. Participates as a member of the Education Committee.
6. Attends all IPAC-Canada webinars intended for Chapter Executive members focusing on Operations and Governance.
7. Attends the IPAC-Canada National Conference (funded by IPAC-SWO, as funds are available) and if possible, should attend, as a guest, the IPAC-Canada Chapter Presidents Meeting.
8. Prepares the Chapter Annual Report for review and approval by the President.
9. Calls for nominations for Chapter Executive prior to the Election held during the Annual General Meeting.
10. Participates in the review of the Chapter Terms of Reference, Strategic Plan and Chapter policies every two years.
11. Reviews with the President all applications for all applications for IPAC-Canada National Conference Funding.

12. Reviews with the President all submissions for the Betty Bannerman Award.
13. Coordinates the venue for all Chapter Meetings (confirms meeting date, time and place with the president and host site).
14. Maintains an IPAC-SWO issued flash drive containing records pertaining to the position of President-Elect and ensures that the flash drive is passed to the next President-Elect.