



SECTION: Executive members
TITLE: President
NUMBER: 6

ORIGINATED: 2020 Terms of Reference
REVISED:
PAGES: 1

PURPOSE

Position description for Executive Members

POLICY

1. The President serves a two (2)-year term commencing in January. The term is renewable.
2. Is responsible for the general management and direction of the chapter and its business affairs.
3. Shall have such authority and duties as assigned by the membership, or as usually apply to the office of the president
4. The president shall attend the National IPAC Canada Conference to represent IPAC- NL annually.

FUNCTION

1. The President updates IPAC- NL work plan in collaboration with the membership.
2. Prior to monthly meeting reviews minutes, agenda, and other documents with the secretary before distributed.
3. Organizes Executive meeting as required.
4. Attends National Chapter Presidents Tele class at the beginning of each year and at the National IPAC-Canada Conference
5. Attends Provincial IPAC-NL Conference or Education Day Webinar yearly
6. Submits IPAC-NL Chapter Annual Report to IPAC-Canada at the beginning of each year.
7. Submits Quarterly Chapter IPAC-NL News to be posted to website and printed in journal.