Position:
To assume the duties of the President in his absence and to act on any other Executive duties as may be assigned from time to time by the President.

Responsibilities:
Responsible to the President of the Canadian Healthcare Engineering Society.

Summary of Duties:
1. Assume the duties of the President in his/her absence.

Note: Duplication of 7 now 8)
2. Act on any other Executives duties as may be assigned from time to time by the President.
3. Act as Executive Liaison to the Professional Development committee, including the national conference planning team.
4. Know the CHES National By-Laws.
5. Understand the workings of the Society’s structure.
6. Acquaint himself/herself with Society administration, programs and activities.
7. Assist in preparing newsletters for the Canadian Healthcare Facilities magazine when required.
8. Exercise the Society’s voting privileges of the position as may be required at meetings of the Society.
9. Perform other duties as required by the Board of Directors.

Approved by: _______________________________ Date: ______________________

President