Position:
To be Chief Executive Officer of the Chapter.

Responsibilities:
Responsible to the President of the Society and members of the Canadian Healthcare Engineering Society within the Chapter area.

Summary of Duties:
1. Preside at meetings:
   i) Chapter meetings
   ii) Annual Chapter meetings
2. Represent a Chapter on the National Executive Committee which is to govern and administer the Constitution and By-Laws, and policies of the Society.
3. Actively and conscientiously participate in the business and affairs of the Executive Committee.
4. Continually alert and report to the Society Executives all matters of importance arising at the Chapter level.
5. Effectively transmit and promote Society plans, programs and policies to the Chapter membership by newsletter summarizing each Executive meeting.
6. Assist in the planning of Annual General Conference.
7. i) Seek out leaders and nominate qualified members to positions of responsibility in the Society from his Chapter.
    ii) Encourage their interest in advancement to leadership in the Society.
8. Reinforce communications between the Society and his Chapter.
9. Maintain up-to-date information on matters affecting the local industry which could be of interest or cause concern to the Chapter and the Society.
10. Be an Ex-officio and a non-voting member of Chapter Standing and Sub-committees.
11. Assign other duties to the Chapter Executive members, which are not included in their portfolios as may be required from time to time.
12. Appoint members to the Standing and Sub-committees for various appointments and submit recommendations to the Chapter Executives for verification.
13. Know the Corporation By-Laws.
Summary of Duties (Continued):

14. Understand the workings of the Society’s structure.
   i) Acquaint him/herself with the Chapter Administration.
   ii) Study past and ongoing programs of work and accomplishments.
   iii) Consult with immediate past Chapter Chairman for advice.

15. Together with the Chapter Executive Committee plan and implement a progressive plan of action for the coming term which will move the Chapter and Society along its stated path and help to accomplish stated goals.

16. Be responsible for active participation of Chapter Executive Committee members and for actions of the Executive Committee in the Chapter’s organization.

17. Represent the Chapter in public and in its dealings with other organizations.

18. Be the official spokesperson of the Chapter, unless another member of the Executive Committee is specifically appointed to this duty.

19. In conjunction with the Secretary, prepare an agenda and set a date for all Annual Chapter, Executive and Special meetings.

20. Prepare and deliver an Annual Chapter Report to the members as well as a report to National Executives for Annual General Meeting.

21. Obtain from Chapter treasurer quarterly statements and if required interim financial statements of the Chapter.

22. Maintain close liaison with the National President and Executives. Inform all Chapter members about other Chapter activities, Society’s policies, by-laws and new programs.

23. Assist in preparing announcements and news letters for the Quarterly Journal Magazine.

24. Exercise the corporate voting privileges for the office as may be required to break a tie vote.

25. Be an official signatory party for the Chapter.

26. Perform other duties as required for the betterment of the Chapter.

Approved by: _______________________________ Date: ____________________

President