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

Responsibilities:
Responsible to the Chapter Chairman of the Canadian Healthcare Engineering Society.

Summary of Duties:
1. Assume the duties of the Chapter Chairman in his absence.
2. Be well versed in all current and ongoing matters of the Chapter.
3. Act on any other Executive duties, as may be assigned from time to time by the Chapter Chairman.
4. Know the Corporation By-Laws.
5. Understand the workings of the corporation’s structure.
6. Acquaint himself with Chapter administration, programs and activities.
7. Assist in preparing newsletters for the Quarterly Journal magazine.
8. Exercise the corporate voting privileges of the position as may be required at meetings of the Chapter.
9. Perform other duties as required for the betterment of the Chapter.

Approved by: ____________________________  Date: __________________

President