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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description: Vice-Chair | No. | Page 1 of 1 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

**Definitions**

**Purpose**

To prepare for assuming the office of Chair of ICPAN, Inc. I don’t think this is the primary purpose of the Vice-Chair – would prefer the following wording:

To work with, and deputise for the Chair in order to develop ICPAN. To Chair the GAC.

**Roles and Responsibilities**

The Vice-Chair shall:

Become familiar with all aspects of the ICPAN, Inc. Corporation

* Works and communicates closely with and under the direction of the Chair to develop both ICPAN Collaborative and Conference
* Is conversant with all aspects of Chair’s role in order to duputise effectively in the absence of the Chair
* Can act across a wide range of areas in ICPAN as advised or directed by Chair
* Signs contracts or other documents as prescribed by BoD
* Assumes the role of spokesperson for ICPAN should the need arise
* Assumes the role of ‘Chair in Waiting’ and uses his/her period in office to prepare to take over Chairmanship of ICPAN automatically when previous Chair’s term ends.
* I think we need to be clear that the Vice-Chair will always be the ‘Chair in waiting’ – this means quite a long commitment to ICPAN. I think we need to be clear about this
* Acts as Chair of the Global Advisory Council for his/her tenure of office
* Acts as liaison between Chair/Board of Directors and Global Advisory Council reporting both ways

Works with the Past-Chair and BOD to ensure a smooth transition at the beginning of the term as Chair

I think this is confusing - I would leave it out