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| International Collaboration of PeriAnaesthesia NursesICPAN | 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

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**Purpose**

To work with, and when required , deputise for the Chair in order to develop the International Collaboration of PeriAnaesthesia Nurses Incorporated (ICPAN, Inc.)

To Chair the Global Advisory Committee (GAC)

To become familiar with all aspects of the ICPAN, Inc.

**Responsibilities:**

* Works and communicates closely with and under the direction of the Chair to develop both ICPAN Collaborative and Conference
* Chair the Global Advisory Council for his/her tenure of office
* Consult and advise the Secretary of ICPAN, Inc. of requirements for the GAC meetings
* Liaises between Chair/Board of Directors and Global Advisory Council reporting both ways
* Prepares and presents GAC reports for Board of Directors meetings and general meeting(s)
* Attends all meetings online or in person
* Is conversant with all aspects of Chair’s role in order to preside effectively in the absence of the Chair
* Assumes the role of spokesperson for ICPAN in the absence of the Chair
* Signs contracts or other documents as prescribed by Board of Directors
* Can act across a wide range of areas in ICPAN as advised or directed
* Assumes the role of ‘Chair in Waiting’ and uses his/her period in office to prepare for the position of Chair of ICPAN, Inc. automatically when previous Chair’s term ends.

**Term of Office:**

* Two year term of office as Chair in Waiting