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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description: Chair, Board of Directors | No. | Page 1 of 2 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable  8 March 2017 version | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

**Definitions:**

**BGM:** Biennial General Meeting held in conjunction with the ICPAN Conference

**Biennial ICPAN Conference:** Every two years a member country hosts the conference

**Board of Directors:** Known as Officers for ICPAN, Inc.

**GAC:** Global Advisory Council

**ICPAN, Inc.:** International Collaboration of PeriAnaesthesia Nurses, Incorporated

**Purpose:**

To lead and coordinate the defined purposes, goals and objectives of the ICPAN, Inc. (hereafter ICPAN)

**Roles and Responsibilities:**

* Leads and coordinates the daily activities of ICPAN.
* Facilitates effective relationships among volunteers, staff, stakeholders and the public
* Prepares the agenda for the board meetings and the BGM with others as appropriate
* Presides at all meetings of the Board of Directors, GAC and biennial ICPAN conference
* Ensures decisions and actions are assigned and adequately minuted
* Monitors implementation of actions and offers knowledge and support where needed
* Signs contracts or other instruments that the Board of Directors has authorized to be executed
* Acts as the spokesperson and figurehead
* Serves as advisory member for the biennial ICPAN Conference Host Organising Committee

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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description: Chair, Board of Directors | No. | Page 2 of 2 |
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**Roles and Responsibilities:**

* Provides strategic oversight and delegation of duties to promote organisational goals and activities
* Collaborates with the ICPAN Conference Chair to facilitate all aspects of the conference
* Engages with other health care stakeholders to advance ICPAN’s global mission.
* Authorized spokesperson for media or other public comment.
* Shall perform all duties incident to the Chair and other such duties as may be prescribed by the Board of Directors
* Ex-officio for committees except the Nominations Committee

**Term of Office:**

Two-year term of office.

May be re-elected and serve two (2) consecutive terms?