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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:  July 1, 2017 JB and LVL | |
| Effective Date: November 1, 2016 |
| Originated By:  Board of Directors, 2016 |

**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
* Chairs the Global Advisory Council for his/her tenure of office
* Consults and advises 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 of GAC and Board of Directors 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, Inc. in the absence of the Chair
* Signs contracts or other documents as prescribed by Board of Directors
* Assumes other duties as advised or directed

**Term of Office:**

* Elected for a two (2) year term of office
* May be re-elected and serve two (2) consecutive terms