

INTEREST GROUP EXECUTIVE ROLES – A SUMMARY

CHAIR

- Organize regular networking and education events
- Overview special projects
- Appoint members to committees as required
- Chair an interest group meeting at the annual conference
- Review interest group Terms of Reference annually
- Provide a report to the Executive Director as requested
- Provide an annual report to the Executive Director as requested
- Attend Interest Group Orientation (following conference) and Interest Group Update webinars (fall).

CO-CHAIR

- Assist the Chair, preparing to assume the role
- Keep the interest group website updated with information, documents, Q&A (through the Web Communications Manager: webcommunications@ipac-canada.org)
- Circulate practice questions to members, collate response and post to webpage (through the Web Communications Manager).

SECRETARY

- Take minutes of all meetings of the interest group.
- Distribute and post to the website (through Web Communications Manager)
- Maintain archival files of minutes of all meetings
- Maintain a current e-mail distribution list, in collaboration with the IPAC Canada Administrative Assistant (admin@ipac-canada.org)
- Communicate updates, meeting dates, etc. to interest group members.