

## REPROCESSING HEALTH INTEREST GROUP EXECUTIVE POSITION JOB DESCRIPTIONS

### 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 an update 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).
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### 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](mailto: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](mailto:admin@ipac-canada.org))
- Communicate updates, meeting dates, etc. to interest group members.