SUMMARY OF PCI MONTRÉAL EXECUTIVE RESPONSIBILITIES AND TIME COMMITMENT
As of November 6, 2017

BY ELECTION:

PRESIDENT (2 year term)
• Governance of the Chapter including:
  o Chair Executive and Member Meetings
  o Chair Annual Meeting of Members
  o Provides a President’s Annual Report for IPAC Canada annual report
  o Attends Chapter President webinars and orientations as scheduled by IPAC Canada
  o Official spokesperson of the Chapter
  o Evaluation and allocation of the Connie-Forget-Falcicchio prize, with Executive members
  o Represent at external meetings/conferences as required and as budget allows
  o Represents chapter at annual IPAC Canada Chapter Presidents meeting as budget allows
  o Prepares President-elect for transition to President duties
  o Other duties as requested by the Executive or members to further the objectives of the chapter

TIME COMMITMENT: 10-15 hours per month

PRESIDENT-ELECT (2 year term, followed by 2 year term as President)
• Prepares to fulfill role of President during absences
• Attends Executive and Member Meetings
• Attends Annual Meeting of Members
• Attends Chapter President webinars and orientations as scheduled by IPAC Canada
• Annually reviews chapter policies and terms of reference; forwards suggested revisions to Executive; forwards revisions to members for information and approval (terms of reference)
• Evaluation and allocation of the Connie Forget-Falcicchio prize, with Executive members
• Prepares an incoming President-elect for transition to responsibilities
• Other duties as requested by President and/or Executive to further the objectives of the chapter

TIME COMMITMENT: 5-10 hours per month

TREASURER (2 year term, renewable 1 time)
• Manages day-to-day financial procedures including deposits, receipts, invoices, bank reconciliation.
• Ensures accountability of finances including efficient banking and payables procedures.
• Reviews monthly financial statements and reports to Executive at scheduled meetings
• Ensures third-party auditor receives required records and documentation for annual audit
• Presents annual audit to members at annual meeting
• Attends Executive and member meetings
• Attends Chapter Treasurer webinars and orientations as scheduled by IPAC Canada
• Evaluation and allocation of the Connie Forget-Falcicchio prize, with Executive members
• Prepares Incoming Treasurer for transition to responsibilities
• Other duties as requested by President and/or Executive to further the objectives of the chapter

TIME COMMITMENT: 3-5 hours per month

SECRETARY (2 year term, renewable 1 time)
• Coordinates location of Executive and member Meetings; or organizes teleconferences
• Attends Executive and member meetings
• Takes minutes at executive, member meetings and annual member meeting
• Distributes approved minutes to Executive, members, and provides a copy to the Chapter Webmaster for posting to the Chapter webpage
• Ensures completion and recording of legal and government documentation
• Organizes registration desk at member meetings
• Chairs Nominations Committee and ensures appropriate election procedures
• Evaluation and allocation of Scholarships and Awards, with Executive members
• Prepares an Incoming Secretary for transition to responsibilities
• Attends Chapter Secretary webinar and orientations as scheduled by IPAC Canada
• Other duties as requested by President and/or Executive to further the objectives of the chapter

TIME COMMITMENT: 2-4 hours per month

BY APPOINTMENT
EDUCATION CHAIR (2 year term, renewable)
• Distributes an annual survey of members to determine topics for education sessions
• Maintains a list of potential topics and presenters
• Appoint an Education Committee to assist with development of an annual education day
• Liaise with the IPAC Canada Executive Director to schedule chapter webinars (if IPAC Canada platform is required)
• Prepares incoming Education Chair for transition to responsibilities
• Other duties as requested by the President and/or Executive to further the education objectives of the chapter

TIME COMMITMENT: 2-4 hours per month; 10-15 hours preceding annual education day

CHAPTER WEBMASTER (2 year term, renewable)
• Attends periodic Chapter Webmaster orientation webinars, as scheduled by IPAC Canada
- Maintains the chapter webpage on the IPAC Canada/PCI Canada website
- Reviews the webpage monthly to eliminate gaps and outdated information, and provide additional information and resources
- Prepares incoming Chapter Webmaster for transition to responsibilities
- Liaise with the IPAC Canada Webmaster when required (webmaster@ipac-canada.org)

TIME COMMITMENT: 2-4 hours per month

Note:

Considering the small number of members of the chapter and the importance of the Education component for PCI Montreal, following is a decision of the Executive (January 2017):

- The responsibilities of the Chair of the Education Committee could be assigned to the Vice-President
- Responsibilities for the administration of the web page could be assigned to the Secretary