



**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:
 - Chair Executive and Member Meetings
 - Chair Annual Meeting of Members
 - Provides a President's Annual Report for IPAC Canada annual report
 - Attends Chapter President webinars and orientations as scheduled by IPAC Canada
 - Official spokesperson of the Chapter
 - Evaluation and allocation of the Connie-Forget-Falcicchio prize, with Executive members
 - Represent at external meetings/conferences as required and as budget allows
 - Represents chapter at annual IPAC Canada Chapter Presidents meeting as budget allows
 - Prepares President-elect for transition to President duties
 - 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**