

CHAIR ELECT

Responsible for

The Division officers form the Executive Committee and are expected to attend all its meetings. It is not usually feasible (in terms of time and money) to have the Chair-elect (who is usually in another part of the country) present at all Executive Committee meetings. This is the reason the Chair-elect is not an officer of the Division.

- The Chair-elect must have experience in orthopaedics.
- The Chair-elect shall hold this position for one year prior to the end of the Chair's term of office and shall automatically become Chair at the end of that officer's term.
- The Chair-elect may attend all meetings of the Executive Committee and shall receive copies of minutes, reports, and other relevant communications.
 - Four months prior to the Annual General Meeting (AGM), at which the Chair will complete his or her term of office, the Chair-elect shall affirm in writing to the Chair his or her intent to assume the office of Chair of the Division.
 - The Chair-elect shall be responsible for:
 - preparing to assume the office of Chair by
 - becoming familiar with the structure and functioning of the Division
 - participating in the decision making of the Division
 - attending, when possible, all Division meetings;
 - consulting with Division members in the Chair-elect's area to determine whether those members wish to elect the Division officers or to allow the Chair-elect to appoint them on assuming the office of Chair;
 - appointing the Nominating Committee if officers are to be elected rather than appointed.
 - Attend Annual Symposium, act as an ambassador, and volunteer to assist in activities.

Orthopaedic Division Executive Roles and Responsibilities



Requirements

- Physiotherapist
- Proven leadership work experience in a committee or similar role
- Solid knowledge of Division procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organization skills with a problem-solving attitude
- Excellent written and verbal communication skills
- Attention to detail

Term of Appointment

2 years on Executive or Ortho leadership Role
1 year Chair elect (AGM-AGM)
2 years Chair (AGM-AGM)
1 year Education Committee Liaise (AGM-AGM)