

Secretary and Communications Chair

Responsible for

The Communications Chair shall be responsible for:

- Attending all Executive Committee and General Meetings of the Division and Contributing to all discussion and vote with respect to the on-goings of the Division
- Providing correspondence and taking on additional projects as deemed necessary by the Chair and Executive
- Assisting the Chair Elect/ Past Chair in providing the Examiner and Chief Examiner updates if and when requested
- Working with other Executive members, and, if appropriate, a sub-committee to continue to develop strategies around the following mandates:
 1. To improve communication with Sections/ Units
 2. To improve communication and Resources (with the Resource Directors/Chair) to our Membership
 3. To improve communication alongside the Student Rep to our Students

Ensuring that all relevant information from National is being disseminated to the Sections/ Units and that communication with the Sections and Units is efficient and functional

- Creating seasonal Information Blasts to be sent to all members:
- Connecting with the Executive and affiliate committees to determine relevant information to be included
- Connecting with the webmaster on when the Information Blasts are delivered to the membership and reviewing format prior to send
- Sourcing and obtaining translation as appropriate
- Overseeing Division social media feeds (Instagram, Facebook and Twitter) with support from Executive Committee, sub-committees, and, when appropriate, external marketing agencies.

Orthopaedic Division Executive

Roles and Responsibilities



- Includes liaison with Education Committee, Junior and Senior Resource Chairs, Operations Manager, Knowledge Translation Committee Representative, Special Projects Coordinator and Knowledge Broker to engage members in relevant resources, events and projects.
- Performing such other duties as may be assigned by the Executive Committee
- Attend Annual Symposium, act as an ambassador, and volunteer to assist in activities.

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

- 1 year Junior Resource Chair (AGM-AGM)
- 1 year Senior Resource Chair (AGM-AGM)