

Medical Device Reprocessing Association of Ontario

CHAPTER EXECUTIVE POSITION DESCRIPTIONS

OBJECTIVES

In accordance with the Constitution:

- Promote optimum standards of practice in hospital Medical Device Reprocessing departments conducive to Quality Patient Care.
- Foster and promote co-operation among the Membership of the Association and share information with one another.
- Encourage arrange and promote educational programs for and on behalf of the Association Membership for the advancements of the Medical Device Profession.

Collect and disseminate information and current data on new and improved techniques and equipment in Medical Device Reprocessing Department

GOALS

To concentrate our efforts in developing and growing in the following areas:

Communication (internal and external)

Recognition and Image Building

Education

To develop and implement strategic plans to improve communications, promote our image and to sustain current, as well as build additional educational resources. Through this MDRAO will position itself as an active and viable voice for Reprocessing Departments nationally.

VISION

The CSAO vision shall be to provide the members of the Association and healthcare facilities with organized educational opportunities, professional development, a forum for information exchange, and member services in response to member identified needs and priorities; and to represent members in the professional community.

CSAO Chapter Position Guidelines

CHAPTER PRESIDENT POSITION DESCRIPTION

In accordance with the Constitution:

- a) Lead the Chapter and shall carry out the responsibilities of the office and work toward the objectives of the Chapter as outlined in the Chapter President's Position Description.
- b) Call and preside at all Chapter Executive Committee Meetings, Chapter Meetings and an Annual Chapter Meeting.
- c) Can only serve in this office for a period of four (4) consecutive years two (2) terms.

Additionally the Chapter President Shall:

1. Disseminate to the Membership, at each meeting or by mail or e-mail, information received from the Provincial Executive Committee.
2. Inform the Directors of Chapter Development & the office of the activities of the chapter quarterly in writing. All Executive minutes must be e-mailed to the Directors of Chapter Development and the MDRAO office within four weeks of the meeting.
3. Act as a contributing editor to all publications and submit information as required to the Provincial Executive Directors of Communication.
4. With the chapter treasurer, prepare an annual report detailing chapter finances, executive information and a summary of chapter activities. This report is to be sent to the Directors of Chapter Development and the MDRAO office by May 8th of each year in order to qualify for chapter rebates.
5. Send a chapter update electronically to the Directors of Chapter Development to be submitted for the Associations web site by the second week of December, February, April, June, and September.
6. Provide agendas that are informative and ensure chapter meetings provide education.
7. Ensure a MDRAO executive attends one meeting a year.
8. Hold an election every 2nd year (same year as MDRAO). Act as nominating chair and form a nominating committee following constitution, Article 6. .
9. Review constitution at the January chapter meeting and submit changes in the constitutional year to MDRAO office by March 1st.
10. Develop a succession plan for the chapter executive and mentor new executive members.
11. Form committees to involve more members at the chapter level. Plan chapter meetings quarterly with your chapter executive and ensure agendas and material is circulated to all members at least 2 weeks prior to the meeting.
12. Plan education sessions for your chapter meeting with the chapter executive. Ensure minutes and attendance is taken for each meeting and minutes are circulated to all chapter members.

CHAPTER VICE PRESIDENT POSITION DESCRIPTION

In accordance with the Constitution:

- a) Is the President Elect.
- b) Carries out the responsibilities of the office and works toward the objectives of the Association and the Chapter as outlined in the Chapter Vice-President's Position Description.
- c) Assumes the position of Chapter President in the event this position becomes vacant between elections.
- d) In the absence of the Chapter President, performs those duties as required.
- e) At the end of the Chapter Presidents term, shall assume the position of President of the Chapter.

Additionally the Chapter Vice-President Shall:

- 1. Assist the President and all executive members of the Chapter Secretary/Treasurer with any tasks or responsibilities to support the function of the Chapter.
- 2. Become a member of the nominating committee and constitutional review for training.
- 3. Assist in the development of education for the chapter
- 4. Recruit members to run for chapter executive

CHAPTER SECRETARY POSITION DESCRIPTION

In accordance with the Constitution:

- a) Carry out the responsibilities of the office and work toward the objectives of the Chapter and Association as outlined in the Chapter Secretary Position Description.
- b) Record for permanent record, minutes of all Chapter Meetings.
- c) Circulate all minutes to members, Director of Chapter Development and the MDRAO office after approval.
- d) Keep current e-mail contact base updated for all chapter members.
- e) Collect Information for e-newsletter and website and send to Director of Communication and the MDRAO office.
- f) Prepare agenda's with the President and ensure all members receive the agenda and material for meetings a minimum of 2 weeks prior to the meeting.

CHAPTER TREASURER POSITION DESCRIPTION

In accordance with the Constitution:

Treasurer

- a) Carry out the responsibilities of the office and work toward the objectives of the Chapter and Association as outlined in the Chapter Treasurer's position description.
- b) Oversees all regular financial business on behalf of the chapter.
- c) Shall maintain accurate records of the finances of the chapter.
- d) Provide an Annual financial report for the provincial Directors of Chapter Development and the MDRAO office. This is to be submitted by May 8th each year using the forms provided by the MDRAO Office Coordinator.
- e) Prepare a financial report that will be submitted to the Chapter President, which will be sent with the Annual Chapter Report.
- f) Pay all expense forms with Presidents approval.

CHAPTER EDUCATION POSITION DESCRIPTION (Optional)

- 1) Plan education sessions for chapter meetings.
- 2) Contact members regarding the chapter classroom course each year.
- 3) Locate speakers and collect power point presentations and prepare handouts.
- 4) Assist the President in establishing the location for the classroom course by January 1st each year. Assist in collecting the required information for the classroom location and submit to the MRAO office by May 1st.
- 5) Assist the President in planning all chapter education.
- 6) Collect current articles and share with members and the MDRAO Directors of Communication.