

Medical Device Reprocessing Association
of Ontario



DIRECTOR POSTION
DESCRIPTIONS

MISSION

To provide Best Practices and Education in Medical Device Reprocessing.

VISION

The MDRAO vision shall be to become the national leader in Medical Device Reprocessing.

VALUES

Communicate

Lead

Educate

Advocate

Network

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

PRESIDENT POSITION DESCRIPTION

In accordance with the Constitution:

- a) Lead the Association and shall carry out the responsibilities working toward the objectives of the Association.
- b) Call and preside at all Executive Committee Meetings and the Annual Meeting.
- c) Arrange for the Association to have appropriate representation on any regional, provincial or national committee or task force, which the Executive Committee deems relevant to the advancement for the Membership.
- d) Maintain and further develop National and International contacts to serve the Association.
- e) Maintain and strengthen partnerships with vendors and organizations related to medical device reprocessing.
- f) Assume the position of Past President at the end of their term.
- g) Oversee all regular financial business on behalf of the association.

Additionally, the President will:

- 1) Oversee all functions performed by the executive Committee.
- 2) Involve and mentor the Vice President to the role of president.
- 2) Represent the MDRAO in any matters required by the executive or delegate a representative.
- 3) Prepare the Notice of Meetings, Annual meeting, agendas and accommodation for all executive committee with the Executive Assistant
- 4) Coordinate and plan the Annual Conference with the executive committee.
- 5) Prepare and submit a written report on all activities for each executive Meeting, Annual Meeting, E-Newsletters and the Magazine.
- 6) With the Executive Assistant Arrange for all Hotel contracts and act as the contact person for the Hotel to coordinate the conference, hotel rooms for the executive, Speaker's rooms and final numbers for the meals
- 7) Coordinate website updates with the Executive Assistant as required.
- 8) Represent the MDRAO on committees or may appoint a designate. (The person representing the CSA must commit to this position for a four-year period ensuring continuity) and must have served on the MDRAO Executive for 2 years
- 9) Responsible for coordinating strategic planning session to review Association vision, mission and goal statements every 3-5 years.
- 10) Promote the MDRAO to meet the vision and mission
- 11) Sign off on monthly financial statements
- 12) Promotes diversity and equity at the Provincial and Chapter level
- 13) Foster and facilitate relationships with other Healthcare Professional Organizations.
- 14) Oversee the Executive Assistant tasks and salary
- 15) Develop and ensure long-term provincial executive positions.
- 16) Oversee the online educational programs, facilitators and exams.
- 17) Oversee chapter activity and finance quarterly

VICE PRESIDENT POSITION DESCRIPTION

In accordance with the Constitution:

- a) Must have served for a minimum of one two-year term as a Director on the Board of Directors.
- b) Carries out the responsibilities of the office and works towards the objectives of the Association.
- c) Assumes the position of President in the event this position becomes vacant between elections.
- d) In the absence of the President, performs those duties as required.
- e) Develop National and International contacts to best serve the Association.
- f) At the end of the President's term shall assume the position of President of the Association
- g) At the end of the Presidents term shall assume the position of President of the Association.
- h) Will report on all financial activities and be the second signing officer for the Association.
- i) With the Past President, receive and submit constitution amendments as per Article 12 as required.
- j) With the Past President, act as the Chair of the Nominations Committee.
- k) With the Past President, review the Board of Director position descriptions with all board members the first term when assuming a new portfolio.

Additionally, the Executive Vice President will:

1. As the President Elect, work with the President to develop contacts and learn the role of President.
2. Working with the Directors of Communications, prepare and proof read final drafts for publication. These include the MDRAO E-Newsletter quarterly, (Sept Dec, Mar, June), The MDRAO Annual Report (May) and the MDRAO Magazine (June)
3. Arrange for all articles and review the contract with the President and the publisher in January for the magazine.
4. Ensure that all articles and information is to the publisher by March.
5. Prepare and submit a written report on all activities for each executive meeting, annual meeting, e-newsletters and the magazine.
6. Coordinate and plan the Annual Conference with the Provincial Executive
7. Review the vendors' letter for the conference, with the MDRAO Executive at the January executive meeting.
8. With the Vendor Representative correspond with vendors for the Annual Conference.
9. Ensure the letter is sent to vendors in February inviting participation as an exhibitor.
10. With the Vendor Representative contact and remind the vendors in April if the booths are not full to ensure that all booth spaces sold.
11. With the President coordinate booth spaces and plan the set up for the exhibit show.
12. Communicate with the President and the office the electrical layout and floor plan, including the exhibitors' names for each booth and layout.
13. Welcome the exhibitors with the President and Vendor Representative to make sure that all electrical and booth preparation is adequate.

PAST PRESIDENT POSITION DESCRIPTION

In accordance with the Constitution:

- a) Carry out the responsibilities of the office and work toward the objectives of the Association
- b) Receive and submit Constitutional Amendments as per Article 12 as required with the Vice President.
- c) Act as the Chair of the Constitutions Change meetings with the Vice President.
- d) Review and update executive positions descriptions annually.
- e) Review Board of Director position descriptions with all board members the first year of their term when assuming a new portfolio with the Vice President.

Additionally, the Past President shall:

1. Conduct elections every two-years. Prepare the nomination form with the office in December of the election year.
2. Conduct a review of the Constitution in opposite years of the elections.
3. In December of the constitutional year, send a notice to all Chapter Presidents to remind members of their chapter and ensure the nomination form is posted on the website for constitutional changes to be received by January 15th
4. Prepare proposed Constitutional changes for presentation and approval by the Executive board at the January meeting.
5. Receive all changes to the constitution. Once all changes accepted, send the final copy to the office. The office will then post the changes on the website to be presented at the Annual Meeting in May.
6. Once approved the office will post the new constitution on the website.
7. Prepare and submit a written report on all activities for each executive meeting, annual meeting, newsletters and the magazine.
8. Coordinate and plan the Annual Conference with the Provincial Executive.

DIRECTORS OF EDUCATION POSITION DESCRIPTION

In accordance with the Constitution:

- a) Carry out the responsibilities of the office and work towards the objectives of the Association as outlined in the Directors of Education Position Descriptions.
- b) Oversee the administration of the Medical Devices Reprocessing Course and review and update the course content to reflect new technologies and changing standards.
- c) Organize & Chair the Annual Education Meeting.
- d) Promote MDRAO Education provincially, and nationally.
- e) Develop partnerships with vendors and professional organizations for the education program.
- f) Oversee the administration of corrections to the Medical Devices Reprocessing textbook, workbook and oversee any person hired to work on these documents. Anyone hired to work on education documents must report to the Directors of Education and the President every two weeks.

Additionally, the Director of Education shall:

1. Prepare and submit a written report on all activities in education for each executive meeting, annual meeting, e-newsletters and the magazine.
2. Submit educational articles for the e-newsletter and magazine.
3. Coordinate and plan the Annual Conference with the Provincial Executive.
4. Develop succession planning for the Directors of Education position.
5. Assist & review all articles for the e-newsletters and magazine to ensure content is accurate.
6. Develop educational 1-hour modules with 10 questions multiple choice, true and false for members to get educational credit hours. Work with companies to develop these and collect all chapter education presentations. Develop the 10-questions and answers and post on the website for educational modules.
7. Ensure certificates are handed out at the conference for educational hours and at the chapter level for their educational sessions.

DIRECTORS OF CHAPTER DEVELOPMENT POSITION DESCRIPTION

In accordance with the Constitution:

- a) Carry out the responsibilities of the office and work towards the objectives of the Association as outlined in the Directors of Chapter Development Position Descriptions.
- b) Oversee Chapter development by working with Chapter Executive Committees to maintain regular meeting schedules and regional educational opportunities for Members.

Additionally, the Director of Chapter Development shall:

1. Conduct activities to promote and maintain membership in the Association.
2. Maintain an ongoing communication with the chapters. Contact each Chapter President quarterly.
3. Ensure that at least once a year that chapter meetings are attended by a member of the Executive Committee whenever possible.
4. Check that all Executive Members both provincial and at the chapter level are current members of the association by June 30th each year.
5. Receive all minutes of chapter meetings from the chapter secretary within 7-days of the meeting and ensure to copy the MDRAO office.
6. Request and receive written chapter reports four times a year (November, February and May and then an Annual financial and Chapter report May1st)
7. Review chapter executive duties and develop a guide for chapter executives including election timelines and process.
8. Mentor new Chapter Presidents and executive as required. Assign another experienced Chapter President to assist in this mentoring if needed.
9. Review chapter executive positions and ensure the constitution is followed. Bring forward proposed changes as required.
10. Prepare and submit a written report on all activities for each executive meeting, annual meeting, e-newsletters and the magazine.
11. Coordinate and plan the Annual Conference with the Provincial Executive.
12. Submit and circulate any changes to the chapter executive to the Executive Assistant.
13. Ensure that members are placed in the correct chapter as per constitutional requirements.
14. Bring forward any chapter boundary changes as requested by chapters.
15. Review chapter agendas to ensure each chapter provides education at each meeting.
16. Ensure each chapter sets up their chapter account correctly and they submit every 2 months their bank statements to the MDRAO office.
17. Ensure that chapter funds are spent on current members only and that all expenses are paid with chapter cheques with two signatures (president and treasurer) once a completed expense form and receipts are received.

DIRECTORS OF COMMUNICATION POSITION DESCRIPTION

In accordance with the Constitution:

- a) Carry out the responsibilities of the office and work toward the objectives of the Association as outlined in the Director of Communication Description.
- b) Working with the Vice President, the Directors of Communications shall ensure that all members receive ample and accurate communication on a timely basis as outlined in the position description

Additionally, the Director of Communications shall:

1. Conduct correspondence on behalf of the association when required after review by the President.
2. Prepare and submit a written report on all activities for each executive meeting, annual meeting, e-newsletters and the magazine.
3. Work with the President, Vice President and Naylor on the publications: e-newsletter and magazine.
4. Coordinate and plan the Annual Conference with the Provincial Executive.
5. Recruit a data bank of articles to be published for e-newsletters and magazines.
6. Keep a data base of member's e-mails for the e-newsletter ensuring if members e-mails are returned. Notify the office of any incorrect emails. The office will contact the Chapter Secretaries to get updated emails for their chapter members.
7. Ensure that chapter reports and executive reports are submitted on time for the e-newsletter.
8. Send the e-newsletter to all executive members for proof one week prior to sending the e-newsletter

VENDOR REPRESENTATIVE

In accordance with the Constitution:

- a) Carry out the responsibilities of the office and work toward the objectives of the Association as outlined in the Vendors Representative's Position Description.
- b) This is a non-voting position on the Board of Directors.
- c) Act as a liaison for all Vender related issues.
- d) The term of office will be two (2) years. An incumbent may not serve for more than two (2) consecutive terms unless there is no viable candidate for this position and is agreed to by the board.

Additionally, the Vendor Representative shall:

- 1. Review the letter to be sent to the exhibitors with the MDRAO Executive.
- 2. Correspond with vendors for the Annual Conference.
- 3. Contact and remind the vendors in April if the booths are not full to ensure that all booth spaces are sold.
- 4. With the Vice President conduct an annual meeting at the conference on the Sunday before the exhibits open.
- 5. With the Vice President conduct an election meeting for Vendor's Representative the same year the provincial elections are held.
- 6. Welcome the exhibitors with the President and Vice President to make sure that all electrical and booth preparation is adequate.