



Branch Chair

Organization: PPOC-AB North/Central/South Branch

Location: Alberta, Canada

General Function

The Branch Chair is an elected position by general membership. In the PPOC By Laws, the role is defined as that of Chief Executive Officer of the Board with undisputed authority over the conduct of all Board meetings, including presentations by committees.

The Chair shall oversee and be responsible for the day-to-day conduct of committee affairs that target educational events and social activities for the Branch members. The Branch Chair also holds a voting position on the Regional Board.

Organizational Relationship

Accountable to:	General Membership
Functional Relationship with:	Branch Board & Committees Regional Board / Regional Chair

Term Of Office

Term of office shall be for one (1) year renewable and no longer than 5 years.

Service Merits: up to 60 merits

Contributions & Expectations

- An accredited member of the Executive.
- Be knowledgeable of the PPOC National By-Laws and Policies Manual.
- Coordinate Communication between Branch Board members.
- The role of all other members of the Branch Exec shall be such as the terms of their engagement call for or the chair of the board in agreement of the board requires of them. The chair and board may from time to time, vary, add to or limit the powers and duties of any board member.
- Oversee the organization of approximately 12 events through the year. This will include approximately 10 educational events and at a minimum 2 social events. It is understood that your personal attendance is not necessary.
- Oversee the preparation of an annual branch level budget.
- Shall provide the Regional Merit chair with a list of the Branch committee members, and the number of merits to be awarded to each (within existing PPOC merit guidelines) by



January 15th annually. Assure ongoing recruitment, development, and contributions of board members.

- Attend the monthly virtual Regional Board meetings. It is a voting position on the Regional Board. (An alternate may be assigned where applicable.)

Voting Limitations

The Chair shall vote on all governance and operational issues at the Branch level.

Skills:

- Have good listening, organizational and communication skills.
- Be aware of meeting rules of order.
- Be able to plan for and conduct physical and virtual meetings.