

**CIPTN: Vice-Chair**

- a) Assume all roles/responsibilities of the Chair in his/her absence, in addition, assume the role of the Chair at the end of the Chair's term (given the ability). In the case where a vice-chair cannot assume the role of the Chair, another executive member would be elected.
- b) Communicate and coordinate all decisions and actions with the Chair (email correspondence prior to monthly meetings)
- c) Communicate with each Executive Board member regarding strategic planning, and growth of CIPTN (Strategies should be discussed at monthly meetings and reported on in an annual report at the end of the year)
- d) Support members of the Executive Board with their duties
- e) Work with the Chair to organize monthly teleconference meetings and meeting agendas
- f) Along with the Chair, review and edit all CIPTN National Executive documents (i.e. teleconference meeting minutes, grant applications, newsletters, website publications, etc.)
- g) Help increase new membership, as well as engage current CIPTN members and alumni
- h) Promote the activities of CIPTN to their networks
- i) Help with the planning and content development of the annual membership meeting
- j) Help in the planning and on-site volunteering at the Canadian Injury Prevention and Safety Promotion Conference (Along with Chair, correspond with conference organizers to determine how CIPTN will contribute each conference)
- k) Help increase new membership, as well as engage current CIPTN members and alumni