

## CIPTN: CHAIR

- a) Govern, coordinate and lead the activities of the CIPTN in the interests of its members
- b) Chair and organize monthly teleconference meetings with Executive Board (doodle poll for availability, middle of the month, each month)
- c) Communicate and coordinate all decisions and actions with the Vice-Chair (communication through email)
- d) Communicate with each member of the Executive Board regarding strategic planning, and growth of CIPTN (to be done at each monthly meeting)
- e) Review all CIPTN Executive Board documents (i.e. teleconference meeting minutes, grant applications, newsletters, website publications, etc.) as they are uploaded into DropBox
- f) Support members of the Executive Board with their duties (as requested)
- g) Help with the planning and content development of the annual membership meeting
- h) Help in the planning and on-site volunteering at the Canadian injury Prevention and Safety Promotion Conference
- i) Promote the activities of CIPTN to their networks (on-going)
- j) Promote communication, collaboration and inclusiveness amongst the CIPTN membership and assist with recruitment endeavors
- k) Help increase new membership, as well as engage current CIPTN members and alumni