



A Chapter of
IPAC Canada

Chapter Terms of Reference

Revised October 2018

The following Terms of Reference of this organization support and align with the By-laws of Infection Prevention and Control (IPAC) Canada.

Purpose:

IPAC NS increases the capacity of healthcare providers to improve patient outcomes and quality healthcare through exchange of knowledge, ideas, information, and collaboration. The organization enhances networking and leadership and promotes health and infection prevention through continuing professional development through education and best practices.

Objectives:

1. To provide a regularly scheduled forum for collaboration in infection prevention and control.
2. To provide mentorship to IPAC members in the development of their expertise in IPAC practice.
3. To deliver multidisciplinary educational opportunities through conferences and education sessions to keep informed and share knowledge.
4. To facilitate a respectful and confidential environment for communication with members.
5. To encourage and support opportunity for leadership development.
6. To advocate for best practices and issues.

Membership dues:

- 1) Chapter members must be members of IPAC Canada. Chapter dues are payable through IPAC Canada national membership. A portion of the national membership will be reimbursed to the chapter designated by the member.
- 2) Chapter dues are set by IPAC Canada.
- 3) The membership year shall be 12 months from the date membership is processed by IPAC Canada.
- 4) Membership renewal notices will be issued by IPAC Canada.

- 5) IPAC Canada will issue a monthly listing of current chapter members and a listing of those who have paid their fees in the period covered by the fee reimbursement cheque. These will be sent to the Treasurer and Marketing and Membership Director of the Chapter.
- 6) With Executive notification in advance, IPAC NS members are welcome to invite a guest to one meeting free of charge. Guests will not be previous members and may only attend one meeting as a guest.

Membership Categories:

1. Chapter members are active, voting members of the Chapter and IPAC Canada who may hold office with the exceptions below.
 - a. Student members who have paid student fees to IPAC Canada. They are non-voting. They may participate on committees but may not hold office in the Chapter.
 - b. Retired members who have paid retired fees to IPAC Canada. They are non-voting. They may participate on committees but may not hold office in the Chapter.
 - c. The Chapter may choose to bestow Honorary or Life Membership to a Chapter member based on criteria established by the Chapter. They are active, voting members of the Chapter.

Chapter Policies:

1. The fiscal year of the Chapter is January 1-December 31.
2. Minutes of committee and Chapter meetings shall be distributed to members via email. Current copies are posted to the 'Members Only' section on the Chapter webpage. Copies are maintained by the Secretary.
3. Correspondence and financial records shall be kept for a minimum of 7 years. Audited financial statements, minutes and contracts are to be kept for the life of the Chapter.

Executive:

1. The Executive shall direct, manage, operate and govern the association, and all their actions shall be subject to approval by the membership.
2. The Executive shall consist of President, President-elect, Past President, Secretary, Treasurer, Membership and Marketing Director, Chapter Webmaster and Education Coordinator.

3. Members elected to any of the above offices must be willing to attend chapter and executive meetings (either in person or by teleconference) with expenses covered as per policy.

Executive Roles and Responsibilities:

President

- Chairs Executive and Chapter Meetings
- Prepares agenda prior to IPAC NS meetings and submits to the secretary at least one week prior to each meeting
- Prepares and submits annual report of chapter activities to IPAC Canada as per IPAC Canada direction
- Serves as an ex-officio member of all chapter committees and advises, as appropriate
- Acts in conjunction with the Executive, as spokesperson for IPAC NS
- Prepares the President-Elect to assume the office of President
- Maintains communication with the Executive Committee between meetings
- Presents a summary of executive meetings minutes to general membership at chapter meetings
- Acts as a signing authority for banking transactions
- Attends the IPAC Canada annual education conference and Chapter Presidents' Meeting, finances permitting, through IPAC NS funds

President-elect

- Attends all executive and Chapter meetings
- Chairs meetings and carries out other duties in the absence of the President
- Prepares to assume office of the President including completing the President's term of office if required
- Leads terms of reference review in conjunction with membership
- Acts as delegated to be a signing authority for banking transactions

Secretary

- Attends all executive and Chapter meetings
- Records minutes of all executive and Chapter meetings
- Acts as custodian of all minutes, correspondence and documents of the chapter
- Distributes all items to the membership, including but not limited to agendas, previous minutes, chapter-wide emails and any other relevant correspondence as advised by the President
- Coordinates meeting rooms for meetings and organizes meal breaks, as required
- Provides thank you cards to all education session presenters/vendors
- Provides cards for member milestones

Treasurer

- Attends all executive and Chapter meetings
- Maintains proper financial records of the chapter, including receiving and dispersing of funds at the direction of the Executive. Financial records shall be maintained for 7 years
- Deposits all monies in a bank account in the name of the chapter
- Submits an annual GST/HST report to Canada Revenue Agency
- Acts as one of three signing officers for financial transactions
- Reports Chapter account status to the membership at each meeting
- Collates receipts required to obtain HST Rebate and submits them Revenue Canada, for rebate
- Submits annual Financial Statement to the IPAC Canada Director of Finance by January 31st (for the previous calendar year) (IPAC Canada Policy 9.46/9.47)
- Presides over funding/education funds disbursement process
- If necessary, shall apply for funding from IPAC Canada for the Chapter Presidents Fund, and other awards appropriate for application
- Ensures an annual audit of financial records occurs by another IPAC NS member
- Attends IPAC Canada Finance Committee meetings

Membership and Marketing Director

- Maintains a current membership list; shall communicate with members who have not renewed, according to the lists provided by IPAC Canada
- If required, may form and chair an ad-hoc Membership and Marketing Committee and report back to the Executive
- Leads a membership and marketing strategy for the Chapter
- Responds to any request concerning membership
- Communicates with prospective members
- Promotes membership in IPAC NS and IPAC Canada
- Facilitates the election in collaboration with Past President

Past President

- Acts as an advisor to the Executive committee
- Presides at meetings in the absence of the President and President-elect
- Oversees the nominating process and presides over the election of new Executive officers
- Sits on the IPAC NS Education committee as an Executive representative

Education Coordinator

- Attends all executive and Chapter meetings
- Chairs Education Committee meetings

- Works with Education Committee members to coordinate educational opportunities for IPAC NS members, partners and stakeholders, including education sessions after the Chapter business meeting
- Works with the Education Committee to plan the annual conference topics and other educational events
- Assists with an annual report to the President for submission to IPAC Canada

Webmaster

- Coordinates the maintenance of the Chapter website and liaises with the IPAC Canada webmaster to ensure Chapter webpage is current
- Meeting agendas and minutes are posted in a timely manner
- Provides technical support to the past president during the chapter election process
- Assists with the coordination and provides technical support for the online bursary process

Terms of Office:

1. The terms of office of the Executive shall be 2 years.
2. All terms commence on January 1st. The outgoing executive will coordinate a smooth transition to the incumbent.
3. Should vacancies occur during the term of office, the Executive shall appoint the vacancy until the next election is held.

Election procedure:

1. Only current, voting members of IPAC Canada and the Chapter may be nominated to the Executive.
2. Under the direction of the Past President, a call for nominations will be made in June of the election year. Presentation of nominees will be received by the Past President by August 31st and will be presented at the September meeting in the election year.
3. A vote will be held and successful nominees will be announced to the membership by October 31st with commencement of positions on January 1st.
4. Where only one name is presented for any office, the nominee is elected by acclamation.

Meetings:

Executive meetings

1. Executive meetings will be held at the call of the President. There will be a minimum of 2 meetings held per year. Meetings may be held in person or electronically.
2. Items brought forward to the Executive meeting for decision must be voted on by quorum (50% + 1) by the Executive members present at the meeting.
3. A summary of recommendations and approved motions will be presented at the next Chapter meeting and recorded in the general Chapter meeting minutes.
4. Annual meeting in person, prior to the April general membership meeting

Chapter Meetings

1. A minimum of five meetings will be scheduled each year, either in person or by electronically.
2. Location may alternate as decided by the membership.
3. Each meeting will have an educational component.
4. An agenda will be sent to all members prior to the Chapter meetings by e-mail.
5. Minutes of all Chapter meetings or unscheduled meetings will be kept by the Secretary and dispersed to members one week prior to the general membership meeting for review.

Quorum:

A quorum consists of 5% of local chapter members.

Voting:

Voting requires a 50% plus 1 vote from the members present at the meeting.

Amendments:

1. These Terms of Reference may be amended at any general meeting by an affirmative majority vote of those present provided that the proposed amendments have been submitted in writing to the membership a minimum of 3 weeks prior to the meeting.
2. All amendments to the Terms of Reference must be forwarded to the Board of IPAC Canada for final approval.

Standing Committees:**Education Committee**

The Education Committee will be chaired by the Education Coordinator. Complete details including objectives, membership and conference planning roles are detailed within the *“IPAC NS Education Committee: Terms of Reference”*.

Membership and Marketing Committee

The Membership and Marketing Committee may be formed and chaired by the Membership and Marketing Director on an ad-hoc basis. The committee will develop strategies to promote IPAC NS provincially, as well as nationally. This may include creation of materials such as a marketing brochure and other initiatives aimed at enhancing general membership and chapter representation to standing committees and interest groups.