

# IPAC - Central East Ontario

“A Chapter of IPAC – Canada”

## TERMS OF REFERENCE

### 1. NAME

The name of the organization shall be IPAC – Central East Ontario, hereafter referred to as the **chapter**. Formerly known as Central Ontario Professionals of Infection Control (COPIC).

### 2. PURPOSE AND OBJECTIVES OF THE CHAPTER

#### A) PURPOSE:

To provide a regional professional organization for those engaged in the prevention and control of infections with access to educational resources to further develop and enhance their programs.

#### B) OBJECTIVES:

- i. to facilitate exchange of ideas/information among members,
- ii. to promote/facilitate education,
- iii. to support the development of rational practices,
- iv. to encourage standardization of best practices,
- v. to support research,
- vi. to promote awareness of the functions of IPAC-Canada and the local chapter

### 3. MEMBERSHIP POLICIES

#### A) Chapter Membership

All members of the chapter are members of IPAC-Canada

#### B) Membership Term

To facilitate membership transfers please contact [chicamembership@mts.net](mailto:chicamembership@mts.net) and submit in writing that the former member realizes his/her membership and chapter membership will cease, and are being transferred to another person. New memberships can be initiated anytime throughout the year. Memberships expire 12 months after processing, if not renewed. The processing date is listed on the summary sheet notes accompanying each membership payment, sent by IPAC - Canada, to the chapter treasurer.

#### C) Membership Dues

See IPAC – Canada website for membership renewal instructions and online registration details. <http://www.chica.org/>

#### **4. EXECUTIVE POSITIONS**

The Active Members shall elect a president, president-elect, treasurer, secretary, chair and vice-chair person of the Education Committee who shall act as the Executive for the Chapter. The past-president shall be a non-voting member of the Executive.

##### **A) Term of Office**

The term for members of the Executive shall be determined as follows:

- i. The president and the president-elect shall be elected for a one-year term.
- ii. The secretary, treasurer and education committee chair/vice-chair shall be elected for a two-year term.
- iii. The secretary and one education committee chair/vice-chair shall be elected at every second election but not being the election at which the treasurer and the other educational committee chair/vice-chair are elected.

##### **B) Duties of the Executive**

The executive shall establish a strategic plan annually to be presented during the last quarter of the year and approved by the membership at large.

The executive shall prepare an annual budget for all activities associated with the Chapter for presentation to the membership.

The executive shall discuss and agree to provide up to \$1000- on an annual basis dependent on the venue, for IPAC – Central East Ontario President to attend the IPAC-Canada National Conference.

##### **D) Duties of the Officers include:**

- i. **President**
  - chairs all meetings
  - prepares agenda for meetings
  - in conjunction with the Executive acts as a spokesperson for the Chapter
  - serves as an ex-officio member of every committee and advises as appropriate
  - prepares the president-elect to assume the office of president
  - delegates responsibility to the Executive Committee and the Chapter members as appropriate
  - attends IPAC-Canada Chapter Presidents meeting, if possible
  - prepares and submits the annual chapter report to IPAC – Canada by year end.
- ii. **President-elect**
  - chairs meetings in the absence of president
  - solicits and prepares Chapter news for publication
  - reviews the Chapter's Terms of Reference annually and revises as required
  - prepares to assume the office of Presidency after one year or as required in the event the President is unable to fulfil his/her term
- iii. **Secretary**
  - assists with preparation and distribution of the agenda with enclosures prior to

- all meetings
- maintains an accurate record of all proceedings during Chapter meetings
- distributes copies of minutes to appropriate members
- maintains a current mailing list of Chapter members
- any other relevant correspondence as deemed by the President

iv. **Treasurer**

- maintains financial records
- prepares financial reports semi-annually (June and December) and then presented at the first meeting that follows
- submit annual Financial Statement as required by IPAC-Canada
- receives funds and disperses them at the direction of the Chapter membership or Executive
- has signing authority along with President for cash withdrawals or disbursements
- prepares an annual budget in consultation with the executive for all activities associated with the Chapter for presentation at the final meeting of each year.

v. **The Education Committee Chair and Vice-chairperson (in conjunction with the Education Committee)**

- identify the infection control education needs of members
- plan for and arrange educational programs to meet the educational needs of members
- notify members of related workshops, seminars and conferences
- advise Chapter members of requests for educational presentations in the community; advise members about the implications (time, manpower resources, financial) of those requests
- co-ordinate arrangements for workshops or seminars presented or sponsored by the Chapter (including teleconference programs)

vi. **Past-president**

- chairs the Nominating Committee-sits on Executive Committee as a non-voting Member

vii. **Chapter Webmaster – Term of Office 2 Years – Renewable**

- will maintain the IPAC CEO website and liaise with the Webmaster for IPAC-Canada

## 5. MEETINGS OF MEMBERS

The Chapter conducts at least 4 regular meetings a year, scheduled as morning sessions.

A quorum for the transaction of business at any meeting of members shall be 40% of the active members present in person or represented by proxy, or email.

The President, the Executive or any five (5) active members shall have the power to call a special meeting of members when in the best interest of the membership.

There shall be an educational session held in conjunction with each meeting.

## **6. COMMITTEES**

Standing Committees shall be:

- i. Nominating
- ii. Education

Ad Hoc committees may be established as necessary

## **7. ELECTION PROCEDURE**

The Nominating Committee shall present a slate of candidates to the membership before the annual meeting. At least one candidate shall be selected for each vacant position.

Any two active members may submit a nomination in addition to the slate of candidates presented by the Nominating Committee.

The Nominating Committee shall prepare a ballot for the election to be held at the annual meeting.

Voting shall be by secret ballot.

Only current active members shall vote.

The chairperson of the Nominating Committee plus one active member shall count ballots.

The candidate receiving the highest number of votes shall be declared elected. In event of a tie, a second ballot will be held.

Proclamation by acclamation shall be accepted.

All elected officers shall assume their office in January.

## **8. AMENDMENT**

The Terms of Reference shall be reviewed annually or as necessary throughout the year.

Prior notice will be given to the membership of proposed changes to the Terms of Reference.

The proposed amendments will be discussed and voted upon at the meeting following notice of proposed changes.

A quorum of current active members must be present to hold a vote on a proposed amendment.