



IPAC-NL Terms of Reference

Title	<p>IPAC-NL is a Chapter of Infection Prevention and Control Canada.</p> <p style="text-align: center;">TERMS OF REFERENCE</p> <p>The following terms of reference of this organization support and relate to the By-laws of Infection Prevention and Control Canada-Prévention et contrôle des infections Canada.</p>
	Purpose and Objectives
2.1 Purpose	<p>IPAC-NL has been organized as a Chapter of IPAC-Canada to promote and maintain unity in the practice, education and promotion of the goals of IPAC Canada Strategic Plan, Mission, Vision and Values within the province of Newfoundland Labrador.</p>
2.2 Objectives	1. To promote and enhance IPAC expertise through individual and group activities.
	2. To assist individual members in the development of their own IPAC program.
	3. To hold multi-disciplinary educational conferences or seminars to update knowledge in IPAC.
	4. To support and assist with research/study activities and the publication of results.
	5. To identify and compile IPAC measures that have proven effective in specific areas of concern, including evidence-based practice guidelines, recommendations, position statements, etc. that maintain safe, effective and quality care.
	6. To promote communication with members of the healthcare team across the continuum of care.
	7. To assist individual members in their professional development in the field of infection prevention & control
	8. To promote community awareness and understanding of the source of infection, the mode of transmission, and the means of control.

	9. To act as an advocate for and increase awareness of IPAC practices and issues
	Membership
3. Membership Dues	3.1 Chapter Members must be members of IPAC Canada. Chapter dues are payable with IPAC national membership. A portion of the national membership dues will be reimbursed to the chapter designated by the member.
	3.2 IPAC- NL members are welcome to invite guests to IPAC-NL (no more than two) meetings free of charge. Guests wishing to attend subsequent meetings will be provided with a membership form. Chapter dues are set by IPAC Canada.
	3.3 The membership year shall be 12 months from the date membership is processed by IPAC Canada.
	3.4 Membership renewal notices will be issued by IPAC Canada.
	3.5 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 the Membership Director of the Chapter.
	3.6 Additional reasonable assessments may be levied on Chapter members by the Chapter on approval of membership.
4. Membership Categories	4.1 Chapter members are active, voting members of the chapter and IPAC Canada, with the exceptions below. They may hold office in the Chapter.
	4.2 Student members have paid Student fees to IPAC Canada. They are non-voting. They may participate on committees but may not hold office in the Chapter.
	4.3 Retired members have paid Retired fees to IPAC Canada. They are non-voting. They may participate on committees but may not hold office in the Chapter.
	4.4 The Chapter may choose to bestow Honorary or Life membership to a chapter member based on criteria outlined in IPAC Canada Policy 8.62 as adopted by the Chapter. They are active, voting members of the Chapter.
	4.5 A membership in the Chapter is terminated when: <ul style="list-style-type: none"> a) the Member, Student Member, or Retired Member dies or resigns; b) the Member, Student Member, Retired Member or Corporate Member is expelled or their membership is otherwise terminated in accordance with IPAC Canada By-laws, Article 15. c) the term of membership of the Active Member, Student Member, Retired member or Corporate Member expires and has not been renewed for a period of three months after expiry date; or

	d) IPAC Canada is liquidated and dissolved under the Act.
	4.6 IPAC-NL membership will be open to individuals, instructors, agencies, industry, and organizations interested in promoting the purposes and goals of IPAC-Canada.
	Policies
5. Chapter Policies	5.1 The membership year is 12 months from the date membership is processed by IPAC Canada.
	5.2 The fiscal year of the Chapter is January 1- December 31.
	5.3 Minutes of committee and Chapter meetings shall be distributed to members via email.
	5.4 Correspondence and financial documentation shall be kept for a minimum of 7 years. Audited financial statements, minutes and ongoing contracts are to be kept for the life of the Chapter.
	Executive Members
6. Executive	6.1 The Executive shall direct, manage, operate and govern the association, and all their actions shall be subject to approval by the membership.
	6.2 Details of the Executive responsibilities are outlined below: President: The president is responsible for the <ul style="list-style-type: none"> ▪ General management and direction of the chapter and its business affairs ▪ Shall have such authority and duties as assigned by the membership, or as usually apply to the office of the president. ▪ The president shall attend the National IPAC Canada Conference to represent IPAC- NL annually. ▪ The President updates IPAC- NL work plan in collaboration with the membership. ▪ Prior to monthly meeting reviews minutes, agenda, and other documents with the secretary before distributed. ▪ Organizes Executive meeting as required. ▪ Attends National Chapter Presidents Teleclass at the beginning of each year and at the National IPAC-Canada Conference ▪ Attends Provincial IPAC-NL Conference or Education Day Webinar yearly ▪ Submits IPAC-NL Chapter Annual Report to IPAC-Canada at the beginning of each year ▪ Submits Quarterly Chapter IPAC-NL News to be posted to

website and printed in journal.

President-Elect:

- The president-elect will assume such duties as requested by the president or the membership and shall perform the duties of the president in the president's absence.

Secretary:

- The secretary shall record the minutes of all meetings and attend to correspondence.
- The secretary will be responsible for all notices required to be given to the members and for mailing copies of minutes to members.
- The secretary will maintain an updated membership list & distribute to the chapter as needed.
- The secretary will from time to time be required to perform other duties as assigned by the president or the membership.
- The secretary is the nomination coordinator unless eligible for nomination for a second term.

Treasurer:

- The treasurer shall be responsible for collection and administration of funds and shall keep full and accurate accounts of all receipts and expenses.
- The treasurer shall update the membership on the chapters' financial status upon request and shall present a financial report after January 31 to IPAC-Canada.
- The treasurer may be required to assume other duties as assigned by the president or membership.
- The treasurer will be responsible for ensuring the financial statements are audited by a neutral member in January of each year.
- The treasurer will complete and submit a Goods and Services Tax rebate based on the Harmonized Sales Tax/GST expenses for the calendar year.
- The treasurer is expected to attend the national IPAC Chapter Treasurer's Teleclass yearly.

Past-President/Webmaster:

- Ensure continuity of issues from previous year
- Acts as a resource person for the new executive
- Responsible for updating and maintaining the Chapter Website

Novice Member

- Novice with less than two (2) years' experience
- Two year term. If no one meets the criteria the role will be open to an IPAC member with less than five (5) years' experience and no previous IPAC Executive experience.

	<ul style="list-style-type: none"> • To attend IPAC Executive meetings regularly. • Bring forth any concerns from the novice perspective. • Network with Novice IPAC members.
	6.3 The Executive shall consist of President, President-elect, Past President (when applicable), Secretary, Treasurer, Novice Member, Chapter Webmaster and Additional positions may be added with the consent of membership. Positions may be combined except for the positions of President and Past President.
	6.4 Individuals vacating positions on the Executive Committee prior to the completion of their term of office are required to submit a written resignation to IPAC-NL executive committee.
	Terms of Office
7. Term of Office	7.1 The term of office of the President-elect, President and Past President shall be two years. The term of office of all other positions on the Executive shall be two years with eligibility for re-election.
	7.2 All terms commence on January 01. The outgoing Executive will coordinate a smooth transition to the incumbent.
	7.3 Should vacancies occur during this term of office, the Executive shall fill such vacancy by appointment until the next election is held.
	7.4 The members entitled to vote may, by resolution passed by at least two-thirds (2/3) of the votes cast at a special meeting of members held for that purpose, remove any Director before the expiry of his/her term of office. The members may then immediately elect a qualified successor to fill the vacancy for the duration of the term in question.
	Nomination and Election
8. Nomination and Election Procedure	8.1 Only current, voting members of IPAC Canada and the Chapter may be nominated to the Executive.
	8.2 Nomination forms and consents will be e-mailed to voting members on June 1 of the voting year by the secretary.
	8.3 Nominations forms and consents must be received by August 31 by email to the secretary.
	8.4 Voting will occur at the Annual General Meeting by secret ballot if required.
	8.5 Ballots will be counted by two not nominated members in the presence of the secretary.
	8.6 Results of the elections will be announced during the annual meeting

	of the voting year.
	8.7 Where only one name is presented for any office, the nominee is elected by acclamation.
9. Meetings	Executive Meetings
	9.1.1 Executive meetings will be held monthly via conference call excluding July and August
	9.1.2 There must be a simple majority of Executive members present to hold an Executive meeting.
	9.1.3 Items brought forward to the Executive meeting for decision must be voted on by those members of the Executive who are present at the meeting.
	9.1.4 The president or any member of the Executive Committee may call meetings of the Executive Committee.
	General Meetings
	9.2.1 Meetings will be held via the teleconference system monthly excluding July, August and the month of IPAC-NL Annual Conference or Education Day Webinar.
	9.2.2 The meeting will be held on the first Wednesday of every month.
	9.2.3 It is the responsibility of the secretary to ensure that the teleconference center is aware of cancelled meetings.

	9.2.4 Each meeting will include an educational component
	9.2.5 An agenda will be sent to all members two weeks before the regular and annual meetings by email or mail.
	9.2.6 Minutes of all regular, annual and special meetings will be kept by the Secretary and disbursed to all members within 2 weeks following the meeting.
	10.4 IPAC-NL Chapter members will be asked to represent the Chapter on various national committees. Examples of such committees are: Education Standards & Guidelines Membership Dialysis Interest Group Long Term Care Interest Group Oncology Interest Group Pediatric and Neonatal Interest Group Mental Health Interest Group Prehospital Care Interest Group Healthcare Facility Design and Construction Interest Group

	Community Health Interest Group Surveillance and Applied Epidemiology Interest Group Environmental Health Interest Group Reprocessing Interest Group
	10.5 The chapter will make every attempt to have a Chapter member attend the standing committee and interest group meetings held at the time of the national IPAC conference.
	Quorum
11. Quorum	A quorum consists of 50% of voting membership for both Executive and General meetings. Voting must be decided by 50% +1 of those in attendance.
	Amendments
12. Amendments	12.1 These Terms of Reference may be amended at any general meeting by an affirmative vote of the majority of those present provided that the proposed amendments have been submitted in writing to the membership a minimum of three (3) weeks prior to the meeting.
	12.2 All amendments to the Terms of Reference must be forwarded to the Board of IPAC Canada for final approval.
	Dissolution
13. Dissolution	On the winding up or dissolution of the organization, funds or assets remaining after all debt has been paid shall be transferred to IPAC Canada.