



IPAC Ottawa Region Policy Manual

NUMBER: 1:1
DATE: FEBRUARY 1993
REFERENCE: IPAC By-laws
REVIEWED: October 2002, May 2006
REVISED: February 2015

CATEGORY: General Information

SUBJECT: Terms of Reference – IPAC Ottawa Region

POLICY: Name

The name of this chapter is IPAC Ottawa Region. IPAC OR is a recognized abbreviation for the IPAC Ottawa Region chapter.

IPAC Ottawa Region is a chapter of IPAC Canada, functioning under the by-laws enacted by IPAC Canada.

IPAC Canada is a registered charity and a non-profit society with Revenue Canada. IPAC Canada's official charity number is 11883 3201 RR0001. IPAC Ottawa Region's business number is 11883 3201 RR0006

Chapter Mission

IPAC OR is a regional multidisciplinary association committed to the wellness and safety of Canadians by promoting best practice in infection prevention and control through education, standards, and advocacy and consumer awareness.

Chapter Vision

IPAC OR will be a regional/local leader and recognized resource in the Ottawa region for the promotion of best practice in infection prevention and control.

Objectives:

1. To provide a forum for professionals in infection prevention and control and other allied professionals, in healthcare to network and share ideas from the full continuum of healthcare (acute and long-term care, community and homecare).
2. To share knowledge and expertise with healthcare workers to decrease the incidence of healthcare associated and community acquired infections.
3. To advance professional excellence through continuing education.
4. To enhance the practice of infection prevention and control (IPAC) by advocating for certification among chapter members.
5. To foster research activities and support the publication of results by chapter members.
6. To promote IPAC OR and its members as regional experts in IPAC.
7. To promote/champion/further IPAC-Canada as the national body of experts in IPAC.

Amendments of the Terms of Reference:

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 three (3) weeks prior to the meeting OR may only be amended once per year providing that the proposed amendments are submitted to the membership 3 weeks prior to the meeting

NUMBER: 1:2
DATE: FEBRUARY 1993
REFERENCE: IPAC-OR POLICY & PRODEDURE
MANUAL 15.10
REVIEWED: October 2002, May 2006
REVISED: February 2015

CATEGORY: General Information

SUBJECT: IPAC Canada Chapters Terms of Reference

POLICY:

1. A Chapter is a group of individuals bounded by affiliation and organized for the purpose of promoting the general and specific goals of IPAC Canada.
2. Chapters are endorsed by IPAC Canada and are organized and operated in accordance with the rules and regulations established by IPAC Canada, without conflict to IPAC Canada By-laws.
3. The IPAC Canada Board of Directors must approve any changes in the name of the chapter.
4. Dissolution of (IPAC OR) (Reference IPAC Canada bylaw article 12) On the winding up or dissolution of the organization, funds or assets remaining after all debts have been paid shall be transferred to IPAC Canada

NUMBER: 2:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: October 2002, May 2006
REVISED: February 2015

CATEGORY: Executive

SUBJECT: Purpose

POLICY:

1. The Executive shall be the liaison between the IPAC Canada Executive and the Chapter members.
2. Coordinates the business of the chapter and ensures that the objectives of the national association are met at the local level.
3. Meets as needed throughout the year and at the direction of the membership.
4. Appoints an auditor at the beginning of the calendar year for viewing IPAC Ottawa Region accounts/books under the direction of and at the discretion of the Executive.

Executive:

The Executive consists of the following elected positions:

- President
- President-elect (when no Past-President)
- Past-president (when no President-Elect)
- Secretary
- Treasurer
- Education Coordinator(s)
- Membership Coordinator
- Webmaster

Candidates for chapter executive must be members in good standing of IPAC Canada and IPAC OR and agree to fulfill the functions of the position as outlined.

Executive meetings: The president will call not less than two meetings of the executive per year, which will consist of business arising and ad hoc issues.

Tenure of Office:

President:

- The president will be elected for a two (2) year term of office.
- This position may be renewed once at the end of his/her tenure.

President-Elect:

- The president-elect is elected for a one (1) year term of office.
- The president-elect will replace the president as necessary and upon resignation of the president

Past-President:

- The past-president sits for a one (1) year term after leaving the position of President

Secretary:

- The secretary is elected for a one (1) year term
- The position may be renewed at the end of the first tenure

Treasurer:

- The treasurer is elected for a one (1) year term
- The position may be renewed at the end of the first tenure

Education Coordinator(s):

- The education coordinator is elected for a one (1) year term
- The position may be renewed at the end of the first tenure

Membership Coordinator:

- The membership coordinator is elected for a one (1) year term
- The position may be renewed at the end of the first tenure

Webmaster:

- The webmaster is elected for a one (1) year term
- The position may be renewed at the end of the first tenure

NUMBER: 2:2
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: October 2002, May 2006
REVISED: February 2015

CATEGORY: IPAC Ottawa Region Committees/Interest Groups

SUBJECT: Inventory

POLICY:

1. IPAC Canada Sub-Committees:

- Education Committee
- Membership Committee
- Standards and Guidelines Committee

2. IPAC Ottawa Region Interest Groups

- Community Healthcare
- Dialysis
- Environmental Hygiene
- Healthcare Facility Design and Construction
- Long Term Care
- Mental Health
- Network of Networks
- Oncology
- Pediatric and Neonatal
- Pre-hospital and First Responders
- Surveillance and Applied Epidemiology

3. IPAC Ottawa Region Ad-Hoc Committees:

- Nominating Committee
- Symposium Committee
- Finance Committee

NUMBER: 2:3
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: October 2002, May 2006
REVISED: February 2015

CATEGORY: Executive

SUBJECT: President - Responsibilities

POLICY:

1. In consultation with the Executive, acts as Spokesperson for the Chapter.
2. Directs the Chapter's activities including the provision of objectives and goals for the following year.
3. The president is responsible to call meetings, and sets the agenda.
4. Chairs Executive and Chapter meetings.
5. Delegates activities to all Executive Members as necessary.
6. Prepares a report on anticipated expenses for activities associated with the Office of President for submission to the Treasurer by October 30th of each calendar year.
7. Reviews the Annual Budget at the completion of the calendar year and submits to IPAC Canada by January 31st of each calendar year.
8. Prepares the annual report and submits to IPAC Canada by December 31st of each calendar year.
9. Prepares the President-Elect to assume office.
10. Regularly consults with all members through Committee Chairs.
11. Participates as ex-officio for all committees.
12. Before end of year, at the request of IPAC Canada, submits an updated list of IPAC Ottawa Region Executive, Standing Committee Members and Interest Group Representatives to IPAC Canada.

NUMBER: 2:4
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: October 2002, May 2006
REVISED: February 2015

CATEGORY: Executive

SUBJECT: President-Elect Responsibilities

POLICY:

1. Acts as parliamentarian.
2. Chairs IPAC Ottawa Region and Executive meetings in the absence of the President.
3. Assumes responsibilities as delegated by the President.
4. Prepares to assume the role of President.
5. In the event that a President is not able to complete the term in the first year, the executive will call a meeting to determine a replacement. Should this occur in the second year of the term, the President-elect will take this responsibility.

NUMBER: 2:5
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: October 2002, May 2006
REVISED: February 2015

CATEGORY: Executive

SUBJECT: Past-President Responsibilities

POLICY:

1. Accepts responsibilities as delegated by the President.
2. Chairs IPAC Ottawa Region meetings in the absence of the President and President-Elect
3. Chairs the Nominating Committee.
4. Provides support to President-Elect/President as needed.

NUMBER: 2:6
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: October 2002, May 2006
REVISED: February 2015

CATEGORY: Executive

SUBJECT: Secretary Responsibilities

POLICY:

1. Attends IPAC Ottawa Region Executive and Chapter meetings and records the minutes.
2. Arranges additional secretarial help as necessary, the cost of which shall not exceed an amount set by the Executive.
3. Distributes minutes, Membership List and additional information as directed by the President.
4. Acts as custodian of all documents, records, correspondence, minutes of meetings, papers and books belonging to IPAC Ottawa Region, with the exception of financial records which are kept by the Treasurer.
5. Prepares a report on anticipated expenses for activities associated with the Secretarial responsibilities for submission to the Treasurer by October 30th of each calendar year.
6. Ensures arrangements for meeting dates and room bookings are confirmed.

NUMBER: 2:7
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: October 2002, May 2006
REVISED: February 2015

CATEGORY: Executive

SUBJECT: Treasurer Responsibilities

POLICY:

1. Maintains full accurate accounts in official record books of all receipts and disbursements. Records are to be kept for seven (7) years.
2. Custodian of all receipts. A duplicate receipt book should be kept. Receipts may be provided for chapter dues and to all others, who pay money to the chapter with exception of tax receipts for donations. This can only be issued by IPAC Canada.
3. Deposits all Chapter-related monies to the credit IPAC Ottawa Region in a bank approved by the Executive.
4. Distributes the annual membership application/renewal forms.
5. Receives annual IPAC Ottawa Region membership fees and completed forms by April 30th of each calendar the membership year.
6. Disburses IPAC Ottawa Region funds under the direction of the Executive.
7. Files T5 slips issued by banks for interest earned with financial records.
8. Provides annual Financial Report to the Membership at last meeting of each year.
9. Provides annual financial statement to the President for submission to IPAC Canada Finance Director, via the MSO, using Form 14 from the IPAC Canada Policy and Procedure Manual by January 31 of the next calendar year.
10. Presents the Auditor's Report to the Chapter.
11. Prepares a statement of accounts prior to transfer of records to the incoming Treasurer.
12. Provides Expense Forms to the Executive, committee members and others as appropriate.
13. Prepares overall budget by November 30th for submission to the Executive.
14. Presents proposed annual budget to membership for approval at the final meeting of each calendar year.
15. Chairs and coordinates the finance committee as necessary.

NUMBER: 2:71
DATE:
REFERENCE:
REVIEWED:
REVISED: February 2015

CATEGORY: Executive

SUBJECT: Membership Coordinator Responsibilities

POLICY:

1. Encourages membership in IPAC Canada and the chapter.
2. Receives and compiles membership information as forwarded from IPAC Canada.
3. Maintains a list of current members; updates contact information as needed and sends updated list to Secretary as changes occur.
4. Acts as the chapter representative to the IPAC Canada Membership Committee.
5. Assures that a welcome document is given/sent to new members.
6. Encourages members to volunteer for Executive positions.

NUMBER: 2:72
DATE:
REFERENCE:
REVIEWED:
REVISED: February 2015

CATEGORY: Executive

SUBJECT: Education Coordinator(s) Responsibilities

POLICY:

1. Coordinates the educational component of regular chapter meetings.
2. Coordinates educational events with Chapter Executive.
3. Collects suggestions from Chapter members for the purpose of developing future educational sessions at IPAC OR meetings and education days.
4. Provides current information on the Certification Board of Infection Control (CBIC) and the resources required to write the CIC examination.
5. Reports on the activities of the IPAC Canada Core Education Committee.
6. Collaborates with the Education Day Planning Committee.

NUMBER: 2:73
DATE:
REFERENCE:
REVIEWED:
REVISED: February 2015

CATEGORY: Executive

SUBJECT: Webmaster Responsibilities

POLICY:

1. Works closely with the executive and chapter committees to provide timely information to the chapter website.
2. Provides chapter information to the IPAC Canada Web Communications Manager for publication on the website.
3. Monitors the chapter website in its entirety for time-sensitive information.
4. Regularly checks for broken links on the chapter website and sends revised link information to the IPAC Canada Web Communications Manager.
5. Orients the in-coming Webmaster in order to ensure a seamless transition.
6. Attends the annual chapter Webmasters meeting, when able.
7. Provides a report on website activities at each general meeting.

NUMBER: 2:8
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: Executive

SUBJECT: Official Representation for Chapter

POLICY:

A. Official Spokesperson

1. The President or his/her designate is the official Spokesperson for the chapter and will represent the chapter without advance approval from the membership.

B. Outside Committees

1. IPAC Ottawa Region representation will be provided to outside professional associations when infection prevention and control input is requested or required.
2. The appointment of a representative will be approved at a regular IPAC Ottawa Region general meeting.
3. An IPAC Ottawa Region representative will be provided to IPAC Canada standing committees.

NUMBER: 2:9
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: Executive

SUBJECT: Tenure of Office

POLICY:

1. The President-Elect serves one (1) year term of office.
2. The President-Elect then fulfills role of President for a two (2) year term of office. This position may be renewed once at the end of his/her tenure.
3. The Past-President serves a one (1) year term of office after leaving the position in support of incoming President.
4. All other executive positions will be elected for a one (1) year term of office. These positions may be renewed at the end of their tenure.

NUMBER: 3:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: October 2003, May 2006
REVISED: February 2015

CATEGORY: General Meetings

SUBJECT: Structure

POLICY:

1. There will be at least five (5) meetings held each calendar year, which will consist of a business meeting, round table discussions and an education session.
2. The general meeting format (with approximate timelines) is as follows, with review every two years.

0900-1000 hours:	Business Meeting
1000-1030 hours:	Hot Topics
1030-1100 hours:	Networking Break
1100-1200 hours:	Education Session

3. Schedule of meeting dates will be circulated as soon as meeting rooms are booked.
4. Minutes of all meetings with agenda for the next chapter meeting will be circulated no later than a week before the next meeting.
5. Meetings are open to all paid members. Members may bring a guest to one meeting.
6. Guests will be encouraged to become active members.

NUMBER: 3:2
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: General Meetings

SUBJECT: Quorum for Voting on Policies/Issues

POLICY:

1. A policy or question shall be determined by a simple majority of the votes cast by active members present. 'Active members' are defined by IPAC Canada as current IPAC Canada members.
2. Members present must exceed 20% of the total membership.

NUMBER: 4:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: All Committees

SUBJECT: Responsibilities

POLICY:

1. All voting members of committees shall be current members of IPAC Canada
2. Members are expected to serve a minimum of one year on their respective committee.
3. Reviews/revises responsibilities annually.
4. Develops/implements own action plan consistent with the IPAC Ottawa Region Mission Statement.
5. Submits a budget to the IPAC Ottawa Region Treasurer/Membership Director by October 30th of each calendar year.
6. Develops other ad hoc or sub-committees as necessary.
7. Formal resignations from a Committee shall be submitted to the Committee Chair with a copy sent to the President.

NUMBER: 4:2
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: All Committees

SUBJECT: Committee Chairperson Responsibilities

POLICY:

1. Solicits members for the committee based on “willingness to serve”.
2. Coordinates committee-meeting dates in conjunction with committee members.
3. Provides a verbal report to the membership on program/activities of the committee at each IPAC Ottawa Region meeting and where appropriate as requested by the President.

NUMBER: 5:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: Finance Committee

SUBJECT: Responsibilities

POLICY:

1. Exists as an ad hoc committee, struck under the auspices of the Treasurer/Membership Director
2. Reviews all committee budget submissions.
3. Develops an annual global budget by November 30th
4. Notifies committees of budget revisions/approvals.

NUMBER: 6:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: IPAC Ottawa Region Funds

SUBJECT: Management of IPAC Ottawa Region Funds

POLICY:

1. IPAC Ottawa Region funds will be divided into operating and investment funds as necessary.
2. The Executive will assess investments annually.
3. All IPAC Ottawa Region cheques must be signed by both the Chapter President and the Treasurer.
4. Original receipts are to be submitted for expense reimbursement. Do not provide credit card receipts.
5. Expenses are to be approved by the Executive prior to disbursement using the IPAC Ottawa Region Expense Report Form.

NUMBER: 6:2
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: IPAC Ottawa Region Funds

SUBJECT: Assistance for Conferences, Seminars, Symposia - Philosophy, Objectives and Programs for Financial Assistance

PHILOSOPHY: Ongoing education is essential for the professional development of the infection control professional, as well as for the quality of patient care in relation to the prevention and control of infection.

- To advance professional excellence through continuing education
- To enhance the practice of infection prevention and control (IPAC) by advocating for certification among chapter members

OBJECTIVES:

1. To select programs for which funds for financial assistance from IPAC Ottawa Region will be allocated;
2. To select from the applicants of the IPAC Ottawa Region membership, those persons who:
 - a) have demonstrated an interest in infection control education, and
 - b) are eligible for financial assistance, and
 - c) have participated in the Chapter

To attend programs for which such funds have been designated.

PROGRAMS FOR ALLOCATION OF FUNDS:

1. Financial assistance will be allocated for educational events defined as a conference, a seminar, a workshop, or a course where the content of such event is related to or will provide skills useful in IPAC.
2. The funds available will be awarded based on IPAC Ottawa Region Funds - Eligibility Criteria for Financial Assistance (Appendix I).
3. Applications may be made either before or after the educational event.
4. The funding must be used in the calendar year it is awarded. If not used, it must be returned to the Chapter Executive

NUMBER: 6:3
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: IPAC Ottawa Region

SUBJECT: Assistance for Conferences, Seminars, and Symposia-Funds

POLICY:

1. An amount predetermined in the annual budget by November 30th will be set aside each year for such functions and reviewed annually.
2. The amount granted to each applicant per year will be dependent on the available funds.
3. The expenses eligible for reimbursement are:
 - Hotel (conference rate)
 - Registration fee
 - Travel (economy airfare, train fare not exceeding economy airfare, or .42 cents/km (based on Consumer Price Index) Include parking receipts as necessary.
 - Taxi (receipts are required)
 - Per Diem expense of \$15.00 breakfast; \$20.00 lunch and \$35.00 dinner to a maximum of \$70.00 per day. No meal allowance if meals are provided at the event.
4. The criteria for eligibility will be applied to such requests (policy 6:4)
5. If application is approved, reimbursement will be made upon receipt of statement of expenses incurred.
6. In the event funds are required prior to the Convention, Seminar or Workshop, a special request will be made to the Treasurer/Membership Director. (Statement of actual expenses will be submitted after the event).

NUMBER: 6:4
 DATE: FEBRUARY 1993
 REFERENCE:
 REVIEWED: OCTOBER 2002, May 2006
 REVISED: February 2015

CATEGORY: IPAC Ottawa Region Funds

SUBJECT: Eligibility Criteria for Financial Assistance

POLICY: Criteria for Evaluating Eligibility

1. Applications for financial assistance related to educational activities will be submitted in writing to the IPAC Ottawa Region Executive. IPAC Ottawa Region Executive will review the applications.(Appendix I)
2. Using established criteria as set out below, it will be the responsibility of the Executive to select the candidates for funding from the applicants. Values for each criterion are shown and decisions will be based on highest accumulated scores. In case of an equal eligibility, the names will be drawn.
3. The Executive will have final authority in assigning values and has the right to recognize outstanding service.
4. The criteria will be reviewed as required every year.

CRITERIA		
Membership		VALUE
1.	Paid IPAC Ottawa Region member for at least one year	5
2.	Recent paid IPAC Ottawa Region member having held membership in another comparable IPAC Group	3
3.	Recent paid IPAC Ottawa Region member with no previous formal association with an IPAC Group	1
Attendance		
1.	Regular attendance	5
2.	50 % attendance	3
3.	Occasional attendance	1
Participation		
1.	Member of present Executive	5
2.	Present or recent committee participation	4
3.	Past Executive (within 4 years)	3
4.	Past committee participation (within four years)	2
Financial need		
1.	Receiving no other assistance	5
2.	Already receiving 25% of total expenses	3
3.	Already receiving 50% of total expenses	1

NUMBER: 6:5
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: IPAC Ottawa Region Funds

SUBJECT: Sponsorship of Chapter President at IPAC Conference

POLICY:

1. The President shall be provided with financial support as requested to enable full participation at the annual IPAC Canada Conference.
2. Expenses eligible for reimbursement are:
 - Hotel (conference rate)
 - Registration fee
 - Travel (economy airfare, train fare not exceeding economy airfare, or .42 cents/km (based on Consumer Price Index) Include parking receipts as necessary.
 - Taxi (receipts are required)
 - Per Diem expense of \$15.00 breakfast; \$20.00 lunch and \$35.00 dinner to a maximum of \$70.00 per day. No meal allowance if meals are provided at the event.
3. Reimbursement will be made upon receipt of statement of expenses incurred.
4. In the event funds are required prior to the Conference, a special request will be made to the Treasurer/Membership Director. (Statement of actual expenses will be submitted to the Treasurer after conference).

NUMBER: 6:6
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: IPAC Ottawa Region Funds

SUBJECT: Funding for CIC Exam

POLICY:

1. IPAC Ottawa Region encourages each member to acquire and maintain the Certification in Infection Control (CIC).
2. Funds for the cost of the Certification/Re-certification exam fee will be allocated to any IPAC Ottawa Region member requesting assistance and meeting eligibility criteria for financial assistance (policy 6:4).
3. An amount predetermined in the annual budget by November 30th will be set aside each year for such functions and reviewed annually.
4. The amount granted to each applicant per year will be dependent on the available funds.
5. Applications for funding for the CIC exam will be submitted in writing to the IPAC Ottawa Region Executive. IPAC Ottawa Region Executive will review the applications and decide upon funding.

NUMBER: 6:7
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: IPAC Ottawa Region Funds

SUBJECT: Gifts on Termination of Membership, Bereavement, etc.

POLICY:

1. The Executive will be advised of the fact.
2. IPAC Ottawa Region will not formally acknowledge the member except as desired by individuals within the membership.

NUMBER: 6:8
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: IPAC Ottawa Region Funds

SUBJECT: Honoraria for Guest Speakers

POLICY:

1. Guest speakers may be given an honorarium of \$50.00 at the discretion of the education planner. Guest speakers do not include vendors or Chapter members.
2. The Treasurer will arrange for honorarium as needed for IPAC Ottawa Region meeting.
3. Reimbursement for expenses incurred by speakers must be approved by Executive.

NUMBER: 7:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: Membership

SUBJECT: Membership Review

POLICY:

1. Membership Director provides Membership List to the Secretary for distribution at each meeting.
2. The Membership Director reviews Membership Application/Renewal Forms annually and revises according to membership needs.

NUMBER: 7:2
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, April 2006
REVISED: February 2015

CATEGORY: Membership

SUBJECT: Chapter Membership

POLICY:

1. In order to be eligible for active voting membership in IPAC Ottawa Region the individual must be a member of the national organization (IPAC Canada). These members are eligible to be elected to office in the Chapter.
2. Associate members are non-voting, are not members of IPAC Canada and are not eligible to hold office in the Chapter.
3. The membership of the Chapter shall consist of persons holding active or associate status.
4. Membership in IPAC Ottawa Region is on an individual basis and cannot be transferred from one individual to another if requested later than June 30th of that calendar year.
5. Membership in IPAC Ottawa Region is on an individual basis and cannot be transferred from one chapter to another. Membership is to be paid in full. Memberships paid by an institution may be transferred to another employee of that same institution for the remainder of a calendar year. A new membership form must be completed for the transfer to occur.
6. Membership dues are to be sent directly to IPAC Canada.
7. **Honorary membership** will be granted to long standing active members who, upon their leave from active Infection Control positions, express a wish to continue to be an active participant in the activities of IPAC Ottawa Region. They no longer hold active membership in IPAC Canada and cannot vote or hold office in IPAC Ottawa Region.

NUMBER: 7:3
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: Membership

SUBJECT: Membership List

POLICY:

1. Membership lists will be revised annually and as necessary by the Membership Coordinator.
2. Membership lists will be sent to IPAC Ottawa Region members prior to the each meeting of the membership year.
3. A member's name will be dropped from the membership list and they will no longer receive minutes or an agenda when confirmation received from IPAC Canada.

NUMBER: 7:4
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: Membership

SUBJECT: Membership Dues

POLICY:

1. Individuals eligible for membership shall be considered members of IPAC Ottawa Region on receipt of dues payment and completed membership application or annual renewal notice.
2. Memberships expire 12 months from the date of processing.
3. All IPAC regional chapter membership fees are determined by IPAC Canada and are consistent across all chapters
4. IPAC membership dues may be paid by the Chapter for all members of the Chapter Executive who are not funded/reimbursed by their institution for said dues. This shall be in effect for the duration of the member's tenure on the Chapter Executive.

NUMBER: 8:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVIEWED: February 2015

CATEGORY: Nominating Committee

SUBJECT: Responsibilities

POLICY:

1. Chaired by the Past-President or President-Elect.
2. Solicits nominees from the membership, for future positions on the Executive. Develops a roster of nominees for the Executive to present to the membership.
3. Manages the overall election process for the Executive.

NUMBER: 8:2
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: Nominating Committee

SUBJECT: Selection of Candidates

POLICY:

1. The nominating Committee in collaboration with the Executive will select at least one candidate to fill each vacancy.
2. Any member may submit a nomination for each vacancy.
3. Nomination forms including the name(s) of the Executive's selection may be sent to the membership in Sept/Oct of each year.
4. The completed nomination forms must be received by the Secretary on or before the November/December meeting in the year of the election.
5. The nominating Committee verifies with the nominated if their names will stand.
6. The Past-President or President-Elect shall organize and manage all functions associated with the annual election.

NUMBER: 8:3
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: Nominating Committee

SUBJECT: Election Results Notification

POLICY:

1. The election shall be held at the Nov./Dec. meeting of IPAC Ottawa Region
2. IPAC Canada shall be notified in writing of the election results by the current President of IPAC Ottawa Region.

NUMBER: 8:4
 DATE: FEBRUARY 1993
 REFERENCE:
 REVIEWED: OCTOBER 2002, May 2006
 REVISED: February 2015

SUBJECT: NOMINATION FORM

Name:	
Contact Information:	
e-mail address:	

Please indicate your interest in volunteering or nominating someone for the following positions. Elections will be held on day, month, year.

If you are presently the IPAC OR for one of the positions, please confirm you continued interest in the position.

Print and fax to 613-xxx-xxxx attention *current president* or send by e-mail to: xxx.xxx@xxx.xx

Executive Committee	
I wish to submit my name or nominate the following individual for the following position:	If nominating, provide name (please advise nominee)
IPAC Ottawa Region President-Elect	
IPAC Ottawa Region Secretary	
IPAC Ottawa Region Membership Coordinator	
IPAC Ottawa Region Webmaster	
IPAC Ottawa Region Treasurer	
IPAC Ottawa Region Education Coordinator	

IPAC OR 20xx Conference Planning Committee	If nominating, provide name (please advise nominee)
Chair	
Planning committee member	

IPAC-Ottawa Region Interest Group representative	If nominating, provide name (please advise nominee)
Community Healthcare	
Dialysis	
Environmental Hygiene	
Healthcare Facility Design and Construction	
Long Term Care	
Mental Health	
Network of Networks	
Oncology	
Pediatrics and Neonatal	
Pre-hospital and First Responders	
Surveillance/Applied Epidemiology	

Standing Committee	
I wish to submit my name as the committee representative for IPAC OR	If nominating, provide name (please advise nominee)
Education Committee	
Membership Committee	
Standards and Guidelines Committee	

NUMBER: 9:1
DATE: February 2015
REFERENCE:
REVIEWED:
REVISED:

CATEGORY: IPAC Canada Internal Committees and Task Group Representative
(When requested by IPAC Canada for specific committee or task group)

SUBJECT: Responsibilities

POLICY:

1. Is the liaison with IPAC Canada Core Committee/Task Group.
2. Reviews documents sent by IPAC Canada Core Committee/Task Group and responds with comments representing IPAC Ottawa Region.
3. Reports at IPAC Ottawa Region Chapter meetings and requests ad hoc committee to review certain documents as requested with representation of expertise depending on document for review.

NUMBER: 10:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: OCTOBER 2002, May 2006
REVISED: February 2015

CATEGORY: Standards and Guidelines Committee Representative

SUBJECT: Responsibilities

POLICY:

1. Is the liaison with IPAC Canada Core Standards and Guidelines Committee.
2. Reviews documents sent by IPAC Canada Standards and Guidelines Committee and responds with comments representing IPAC Ottawa Region.
3. Reports at IPAC Ottawa Region Chapter meetings and requests ad hoc committee to review certain documents as requested with representation of expertise depending on document for review.

NUMBER: 11:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: May 2006
REVISED: February 2015

CATEGORY: Education Committee Representative

SUBJECT: Responsibilities

POLICY:

1. Is the liaison with IPAC Canada Core Education Committee.
2. Updates IPAC Ottawa Region membership on activities of the IPAC Education Committee. Requests participation of membership on an as needed basis.

NUMBER: 12:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: May 2006
REVISED: February 2015

CATEGORY: Membership Committee Representative

SUBJECT: Responsibilities

POLICY:

1. Is the liaison with IPAC Canada Core Membership Committee.
2. Updates IPAC Ottawa Region Chapter membership on activities of the IPAC Membership Committee. Requests participation of membership on an as needed basis.

NUMBER: 13:1
DATE: FEBRUARY 1993
REFERENCE:
REVIEWED: May 2006
REVISED: February 2015

CATEGORY: Interest Group Representative

SUBJECT: Responsibilities

POLICY:

1. Is the liaison with appropriate IPAC Canada Interest Group Chair.
2. Updates IPAC Ottawa Region Chapter membership on activities of the IPAC Interest Group. Requests participation of membership on an as needed basis.

Appendices

Appendix I

IPAC Ottawa Region (IPAC OR) Funds - Eligibility Criteria for Financial Assistance

Applications for financial assistance for educational activities or attending the IPAC Canada National Conference or CIC certification will be submitted to the IPAC Ottawa Region secretary. Deadline for receipt of application is March 31st for the conference or December 31 for CIC certification.

Name:						
Contact Information:						
Membership				Yes	No	N/A
1.	I have been a paid IPAC Ottawa Region member for at least one year.					
2.	I am a paid IPAC Ottawa Region member and have held membership in another comparable IPAC group.					
3.	I am a paid IPAC Ottawa Region member with no previous association with an IPAC group.					
Attendance						
1.	I have attended at least 4 IPAC Ottawa Region meetings in the last year.					
2.	I have attended at 3 IPAC Ottawa Region meetings in the last year					
3.	I have attended less than 3 IPAC Ottawa Region meetings in the last year.					
4.	I have not attended any IPAC Ottawa Region meetings in the last year					
Participation						
1.	I am a member of the current year's executive.					
2.	I am a past member of the executive (within 4 years) Specify position and year:					
3.	I am a present committee member. Specify committee:					
4.	I am a past committee member, within the last 4 years. Specify committee and year:					
Financial need						
1.	I am not receiving any financial assistance.					
2.	I am receiving up to 25% of total expenses					
3.	I am receiving up to 50% of total expenses					
4.	I have applied for financial assistance from other sources and was declined. (Virox scholarship, work etc.....)					
5.	In the past year I have received funding from IPAC Ottawa Region.					
Additional Comments:						
Note: Final decision for funding requests will be made by the IPAC Ottawa Region executive						