



TERMS OF REFERENCE

June 2021

IPAC OR TERMS OF REFERENCE

- Minutes of Executive and Chapter meetings shall be distributed to members prior to the next meeting via email. Copies are maintained in the Chapter files. When available, recordings may be accessible.
- Correspondence and financial records shall be kept for a minimum of seven years. Audited financial statements, minutes and contracts are to be kept for the life of the Chapter.

6. Executive

- The Executive shall be composed of the President, President-Elect, Past-President, Treasurer, Secretary, Education Coordinator, Education Conference Coordinator, Membership Coordinator, and Webmaster/Social Media Coordinator.
- The Executive shall direct, manage, operate, and govern the association, and all their actions shall be subject to approval by the membership.
- Additional positions may be added with the consent of membership.
- Positions may be combined except for the positions of President and Past-President.
- Details of the Executive responsibilities are outlined under IPAC OR Policies.

7. Terms of Office

President:

- The President will serve for a two (2) year term of office following one year as Past-President.

President-Elect:

- The President-Elect is elected for a one (1) year term of office and assumes the position of President at completion of term.
- The President-Elect will replace the President, as necessary.

Past-President:

- The Past-President serves for a one (1) year term following the position of President.
- The Past-President may replace the President as necessary if there is no President-Elect.

All other positions:

- Other positions on the Executive shall be one year with eligibility for renewal.
- All terms commence on January 1st. The outgoing Executive will coordinate a smooth transition to the incumbent.
- Should vacancies occur during a term of office, the Executive shall fill such vacancies by appointment until the next election is held.
- The members entitled to vote may remove an Executive member before the expiry of his/her term of office. A special meeting of members must be held for that purpose and resolution passed by at least two-thirds (2/3) of the votes.
- 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.

8. Election Procedure

- Only current, voting members of IPAC-PCI Canada and the Chapter may be nominated to the Executive.
- The election shall be held at the fall meeting of IPAC OR.
- Voting may take place via casting ballots and/or virtual polling, as required.
- Where only one name is presented for any office, the nominee is elected by acclamation.
- IPAC-PCI Canada shall be notified in writing of the election results by the current President of IPAC OR as indicated by IPAC-PCI Canada.

9. Meetings

9.1 Executive Meetings

- Executive meetings will be held at the call of the Chair/President. There will be a minimum of two meetings held per year. Meetings may also be held in-person, teleconference or virtual.
- There must be a simple majority of Executive members present to hold an Executive meeting.
- 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.
- A summary of minutes, recommendations and approved motions will be presented at the next Chapter meeting and recorded in the general meeting minutes.

9.2 General Meetings

There will be at least five meetings held each calendar year, which will consist of a business meeting, round table discussions and an education session.

- The general meeting format is determined by the Executive with opportunity for education and networking as part of the Chapter meeting.
- The schedule of meeting dates will be circulated as soon as meeting rooms are booked.
- The minutes of all meetings with agenda for the next Chapter meeting will be circulated to the membership in advance of the next meeting.
- As much as possible, technology will be leveraged to encourage participation from those who are unable to join in person.
- Ongoing invitations for education sessions will be forwarded to other local Chapters. Invitations for our education sessions will be extended to other Chapters across Ontario/Quebec if the topic is seen as having general interest.
- Quorum for Voting on Policies/Issues
 - 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-PCI Canada as current IPAC-PCI Canada members.
 - Members present in person or by proxy must exceed 10% of the total IPAC OR membership (quorum).
 - Successful vote would be a simple majority, being 50% of those voting, plus one.

10. Committees

- Nominating Committee – Details will be outlined under Chapter policies.
- Education Committee – Details will be outlined under Chapter policies.
- Ad Hoc – Ad Hoc Committees may be formed at the discretion of the Executive and with the approval of membership.
- Representative to IPAC-PCI Canada Standing Committees and Interest Groups – Chapter members will be asked to represent the Chapter on various national committees. 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-PCI conference. Examples of such committees are:
 - Community Healthcare
 - Dialysis
 - Environmental Hygiene
 - Healthcare Facility Design and Construction
 - Long Term Care
 - Mental Health
 - Oncology/Transplantation
 - Paediatric and Neonatal
 - Prehospital Care
 - Reprocessing
 - Surveillance and Applied Epidemiology
 - Cardiac Care

11. Quorum

- A quorum consists of 50% +1 for an Executive meeting.
- A quorum consists of 10% +1 for a General meeting.

12. Amendments

- 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 OR may only be amended once per year providing that the proposed amendments are submitted to the membership 3 weeks prior to the meeting.
- Amendments to the Chapter name require a 2/3 vote of those eligible to vote at the meeting where this is to be decided, provided that the proposed amendment has been submitted in writing to the membership a minimum of three (3) weeks prior to the meeting.
- All amendments to the Terms of Reference must be forwarded to the Board of IPAC-PCI Canada for final approval.

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-PCI Canada.

14. Duties of Executive

President:

The President shall preside at all meetings; shall be an ex-officio member of all committees; shall, subject to membership approval, appoint committee members; shall act as Chapter archivist and be responsible for collation of information regarding Chapter activities; submission of the application for the IPAC-PCI/3M Chapter Achievement Award on a yearly basis; shall apply for funding from IPAC-PCI for the Chapter Presidents Fund, the CIC Chapter Achievement Awards or any other awards that are appropriate for application; shall send donations from the Chapter to the IPAC-PCI Chapter Presidents Fund or any other ongoing or special fund established by IPAC-PCI, as financial resources are available; shall represent the Chapter at IPAC-PCI meetings and report on these meetings at the next Chapter general meeting; shall prepare an annual report to be submitted to IPAC-PCI Canada at the end of the year; shall prepare Chapter reports on request of the Executive Director or the Director.

- In consultation with the Executive, acts as Spokesperson for the Chapter.
- Directs the Chapter's activities including supporting the dialogue to identify the objectives and goals for the upcoming year.
- Is responsible to call meetings and sets the agenda.
- Chairs Executive and Chapter meetings.
- Delegates activities to all Executive members, as necessary.
- In collaboration with the Treasurer, supports the creation of the budget for the upcoming year.
- Prepares the annual report and submits to IPAC-PCI Canada by December 31st of each calendar year.
- Prepares the President-Elect to assume office.
- Regularly consults with all members through committee chairs.
- Participates as ex-officio for all committees.
- Before year-end, at the request of IPAC-PCI Canada, submits an updated list of IPAC OR Executive, Standing Committee Members and Interest Group Representatives to IPAC-PCI Canada.
- Actively supports succession planning by reaching out to IPAC OR members with respect to nomination for President-Elect position.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.
- Meets with Chapter Council representative as indicated, sharing concerns on behalf of IPAC OR members.
- Is the official spokesperson for the Chapter and will represent the Chapter without advance approval from the membership.

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- Will act as liaison with outside professional associations when infection prevention and control input is requested or required.

President-Elect:

The President-Elect shall carry out duties as assigned by the President; shall act in the absence of the President; shall prepare to assume the office of President.

- Acts as parliamentarian.
- Chairs Executive and Chapter meetings in the absence of the President.
- Assumes responsibilities as delegated by the President.
- Prepares to assume the role of President.
- If the President is not able to complete the term in the first year, the Executive will call a meeting to determine a replacement. If this occurs in the second year of the term, the President-Elect will take this responsibility.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.

Past-President:

The Past President shall act as advisor to the Executive Committee; shall preside at meetings in the absence of the President and President-Elect; shall chair the Nominating Committee; shall be an ex-officio member of committees as required; Accepts responsibilities as delegated by the President.

- Chairs Chapter meetings in the absence of the President and President-Elect.
- Provides support to President-Elect/President as needed.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.

Secretary:

The Secretary shall keep a record and minutes of all meetings; shall receive and distribute to the Executive copies of all subcommittee and ad hoc committee meetings; shall give required notices to members; shall issue copies of meeting minutes; shall be the custodian of correspondence, books, documents, records, and papers belonging to the Chapter; shall, in conjunction with the Treasurer and Membership Director, maintain a current e-mail distribution list.

- Attends IPAC OR Executive and Chapter meetings and records the minutes and attendance.
- Distributes minutes, meeting agendas, membership list and additional information as directed by the President.
- Acts as custodian of all documents, records, correspondence, minutes of meetings, papers and books belonging to IPAC OR, with the exception of the financial records which are kept by the Treasurer.
- Ensures arrangements for meeting dates and room bookings are confirmed.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.
- Manages the IPAC OR Gmail (ipacottawaregion@gmail.com) account with support of IPAC OR President.
- Supports the President in facilitating annual voting for IPAC OR Executive (i.e., sends out nomination forms see Appendix 1 and positions available).

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- Sends minutes and agenda to the Chapter President for review prior to sending to membership meetings.
- Sends minutes and agenda to the Chapter President on the Monday prior to the IPAC OR meeting to ensure it can be loaded to the digital platform.
- Sends minutes and agenda to the membership no longer than the Monday prior to the Chapter meeting.

Treasurer:

The Treasurer shall keep a full and accurate account of all receipts and disbursements; shall deposit all monies in the name of the Chapter or as deigned by membership; shall prepare an annual budget for approval by membership; shall prepare an annual statement for membership; shall make a financial report at Chapter meetings; shall arrange to have accounts audited as required by the Chapter; shall undertake other duties as assigned by the President; shall be responsible for reporting paid members to the Membership Director and Secretary; maintains full accurate accounts in official record books of all receipts and disbursements. Records are to be kept for seven (7) years.

- Is the Custodian of all receipts. A duplicate receipt book should be kept. Receipts may be provided for Chapter events and to all others, who pay money to the Chapter with exception of tax receipts for donations. This can only be issued by IPAC-PCI Canada.
- Deposits all Chapter-related monies to the credit of IPAC OR in a bank approved by the Executive.
- Receives annual IPAC OR membership fees for deposit into the IPAC OR account.
- Disperses IPAC OR funds under the direction of the Executive. All IPAC OR cheques must be signed by both the Chapter President and the Treasurer.
- Files T5 slips issued by banks for interest earned with financial records.
- Provides annual Financial Report to the Membership at last meeting of each year.
- Provides annual Financial Statement to the President and after review for submission to IPAC-PCI Canada Finance Director, via the MSO, using Form 14 from the IPAC-PCI Canada Policy and Procedure Manual by January 31 of the next calendar year.
- Prepares a statement of accounts prior to transfer of records to the incoming Treasurer.
- Provides Expense Forms to the Executive, committee members and others as appropriate.
- Prepares overall proposed budget by end of calendar year for submission to the Executive.
- Presents proposed annual budget to membership for approval at the final meeting of each calendar year.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions
- Provides a brief update on Treasurer activities at each IPAC OR meeting.

Membership Coordinator:

The Membership Coordinator shall maintain a current membership list; according to lists provided by IPAC-PCI Canada shall communicate with members who have not renewed; shall communicate with prospective members; shall facilitate elections in collaboration with the Past President; shall undertake other duties as assigned by the President.

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- Actively promotes and encourages membership in IPAC-PCI Canada.
- Receives and compiles membership information as forwarded from IPAC-PCI Canada.
- Maintains a list of current members; updates contact information as needed and sends updated list to Secretary and President as changes occur.
- Acts as the Chapter representative to the IPAC-PCI Canada Membership Committee.
- Provides a brief update on membership at each IPAC OR meeting.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.
- Is the liaison with IPAC-PCI Canada Core Membership Committee.
- Updates IPAC Ottawa Region Chapter membership on activities of the IPAC Membership Committee.

Education Coordinator:

- Coordinates the educational component of regular Chapter meetings by actively seeking topics of interest, securing speakers, and organizing for an education session for each Chapter meeting.
- Collects suggestions from Chapter members for the purpose of developing future educational sessions at IPAC OR meetings.
- Actively reaches out to members of IPAC OR to encourage nomination to Executive positions.
- The speaker presentation must be sent to the Chapter President/Secretary on the Monday prior to the IPAC OR meeting to ensure it can be loaded to the digital platform.
- Introduces guest speakers, with biography when available.

Conference Education Coordinator:

- Coordinates all external education conferences (i.e., apart and separate from the Chapter meetings) with a minimum of one conference per year.
- Actively seeks membership for conference working group (WG) to support educational conferences. Ideally this should be done in January of each year.
- Acts as the liaison between the WG and IPAC OR Executive.
- Duties include (not an exhaustive list):
 - Organizing meetings between WG members,
 - Supporting topics to be chosen for conference,
 - Supporting task allocation to WG members (venue, food, speakers, technology, vendor booths, affiliated partners etc.),
 - Working in conjunction with the Treasurer to support registration,
 - Supporting agenda creation/minutes of meetings/evaluation/poster,
 - Liaising with sister Chapters/affiliated partners to ensure that no conflict with dates/speakers,
 - Liaising with IPAC-PCI Canada and sister Chapters for advertising of event.

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Webmaster/ Social Media Coordinator:

The Webmaster shall maintain the Chapter website and liaise with the IPAC-PCI Webmaster to ensure the Chapter web page is current.

- Works closely with the Executive and Chapter committees to provide timely information to the Chapter website.
- Regularly checks for broken links on the Chapter website and updates accordingly.
- Orients the in-coming Webmaster.
- Attends the annual Chapter Webmasters meeting, when able.
- Provides a brief update on website activities at each IPAC OR meeting.
- Updates social media, as necessary.