



POLICY MANUAL

July 2021

IPAC Ottawa Region Policy Manual Review and Revision Record

Reviewed	Revised
October 2002	February 2015
May 2006	May 2017
	November 2018
	July 2021

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

3.2 President-Elect

- 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 a 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.

3.3 Past-President

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

3.4 Secretary

- Attends IPAC OR Executive and Chapter meetings and records the minutes and attendance. Minutes of committee 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.
- 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, except for 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 Executive (i.e., sends out nomination forms see Appendix 1 and positions available).
- Sends minutes and agenda to the President for review prior to sending to the membership.

- 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 later than the Monday prior to the Chapter meeting.

3.5 Treasurer

- Maintains full and accurate accounts in official record books of all receipts and disbursements. Records are to be kept for seven (7) years.
- The Custodian of all receipts. A duplicate receipt book should be kept. Receipts will 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 Canada/PCI Canada.
- Deposits all Chapter-related monies to the credit IPAC OR in a bank approved by the Executive.
- Receives annual IPAC OR membership fees for deposit into the IPAC OR account.
- Disburses IPAC OR funds under the direction of the Executive.
- Files T5 slips issued by banks for interest earned with financial records.
- Provides an annual Financial Report to the membership at the last meeting of each year.
- Provides an annual Financial Statement to the President and, after review, for submission to the IPAC Canada/PCI Canada Finance Director, via the MSO, using Form 14 from the IPAC Canada/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 the end of calendar year for submission to the Executive.
- Presents a 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.

3.6 Membership Coordinator

- Actively promotes and encourages membership in IPAC Canada/PCI Canada.
- Receives and compiles membership information as forwarded from IPAC Canada/PCI Canada.
- Maintains a list of current members; updates contact information as needed and sends updated list to Secretary and President as changes occur.
- 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.

3.7 Education Coordinator

- Coordinates the educational component of regular Chapter meetings by actively seeking topics of interest, securing speakers, and organizing an education session for each Chapter meeting.

- Taxi (receipts are required), Parking (receipts are required)
- Per Diem expenses for meals are: \$15.00 for breakfast; \$20.00 for lunch and \$35.00 dinner. No meal allowance if meals are provided at the event. (receipts are required)
- The applicant will complete the expense form found in the Appendix III and send itemized receipts to the Treasurer. Reimbursement will be made upon receipt of the statement of expenses incurred.
- In the event funds are required prior to the Convention, Seminar or Workshop, a special request will be made to the Treasurer (statement of actual expenses will be submitted after the event).
- For those IPAC members who receive financial support for educational events (i.e. attendance at IPAC Canada/PCI Canada conference), the expectation is that they will attend all days of the event that they were supported for, and at the next IPAC OR meeting, they will share their lessons learned. The format for this sharing is at the member's discretion.

6.3 Eligibility Criteria for Financial Assistance

Purpose

To assist and provide funding for IPAC OR members in attending conferences or seminars related to IPAC activities.

- Applicants will submit Appendix I: IPAC OR Funds-Eligibility Criteria for Financial Assistance to the IPAC OR Executive by March 31.
- Using established criteria as set out, 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.
- Members may be ineligible (depending on number of applicants) to receive funding if they have received funding by IPAC OR the previous year with the exception of the President.
- The Executive will have final authority in assigning values and has the right to recognize outstanding service.

6.4 Sponsorship of Chapter President at IPAC Conference

The President shall be provided with financial support as requested to enable full participation at the annual IPAC Canada/PCI Canada Conference.

Expenses eligible for reimbursement are:

- Hotel (conference rate)
- Registration fee
- Travel (economy airfare, train fare not exceeding economy airfare, or .52 cents/km (based on IPAC Canada/PCI Canada).
- Taxi (receipts are required), parking (receipts are required)
- Per Diem expenses for meals are: \$15.00 for breakfast; \$20.00 for lunch and \$35.00 dinner (receipts are required). No meal allowance is available when meals are provided at the event.

Reimbursement will be made upon receipt of statement of expenses incurred (see Appendix III for the expense form). If the event funds are required prior to the conference, a special request will be made to the Treasurer/Membership Coordinator. A statement of actual expenses will be submitted to the Treasurer after the conference.

6.5 Funding for CIC Exam/Pin and CIC Recertification

- IPAC OR encourages each member to acquire and maintain the Certification in Infection Control (CIC).
- An amount predetermined in the annual budget will be set aside each year for such functions and reviewed annually.
- Funds for the cost of the Certification/Recertification, will be allocated to any IPAC OR member requesting assistance and meeting eligibility criteria for financial assistance. The amount granted to each applicant per year will be dependent on the available funds.
- Requests/applications must be submitted in writing by December 1 to the IPAC OR Secretary.
- You must be a member of IPAC OR to qualify for financial assistance (must be a member of IPAC OR when challenging the exam/recertifying).
- You must have the ability to show proof of successful certification if required.
- IPAC OR Executive will review the applications and decide upon funding.
- Funds will not be distributed until December.
- Allocation of funds will be posted by no later than December 31 of each year.
- IPAC OR members in good standing will be presented with a CIC pin upon successfully challenging the CIC exam at the December meeting. If the member is unable to attend the IPAC OR meeting, the President or designate will send a personal note with the CIC pin congratulating the member.
- The CIC pin will be presented on a one-time basis in the year of initial certification; lost pins will not be re-issued. Recertification is not eligible for a CIC pin.

Note: Final decision for funding requests will be made by the IPAC OR Executive

6.6 Honoraria for Guest Speakers at IPAC OR Meetings

- Guest speakers may be given an honorarium of \$50.00 at the discretion of the Education Coordinator(s). Guest speakers do not include vendors or Chapter members.
- The Treasurer will arrange for honorarium as needed for any IPAC OR meeting.
- Reimbursement for expenses incurred by speakers must be approved by the Executive.

6.7 Membership Dues

IPAC Canada/PCI Canada 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. Should the member not fulfill the duration of the member's tenure, the funds shall be repaid in full.

APPENDIX II: Eligibility Criteria for Financial Assistance

Fillable forms can be found on the [IPAC OR Home](#) page.

IPAC Ottawa Region Eligibility Criteria for Financial Assistance Form		
<p>This form is to be used by members of IPAC OR to request financial assistance to attend educational IPAC activities or conference.</p> <ol style="list-style-type: none"> 1. Deadline for receipt of applications is March 31st for conferences. 2. Deadline for receipt of applications is December 1st for CIC/Recertification. 3. If there is an early bird payment available only this amount will be reimbursed. Successful applicants will pay for the conference and then submit proof of payment for reimbursement. 4. If you receive funding in the past year you may be eligible in the current year depending on the number of applicants. 5. Successful applicants must plan to present a short summary of the highlights of the event to the IPAC OR membership at the next IPAC OR meeting following the conference. 6. Expectation is that applicant will attend all the days that was submitted for reimbursement. 7. Applicants must be members in good standing with IPAC OR for the year of the funded event. <p>Note: Final decision for funding requests will be made by the IPAC Ottawa Region executive.</p>		
Name of Applicant: _____		
Email: _____		Date of Application: _____
Financial assistance requested for: <input type="checkbox"/> Conference <input type="checkbox"/> CIC <input type="checkbox"/> Education/ Course		Score
Attendance		
5	Attended 5 IPAC Ottawa Region meetings in the last year.	
4	Attended 4 IPAC Ottawa Region meetings in the last year	
3	Attended 3 IPAC Ottawa Region meetings in the last year.	
2	Attended 2 IPAC OR meetings in the last year.	
1	Attended 1 IPAC OR meeting in the last year.	
0	Did not attend IPAC Ottawa Region meetings in the last year	
Participation		
5	Member of the current year's Executive.	
4	Lead of IPAC OR special project (i.e., CIC study group, survey, etc.)	
2	Participated in IPAC OR education event as part of the working group	
1	Present on committee/interest group representative for IPAC OR	
Financial need		
3	Receiving no financial assistance.	
1	Receiving partial financial assistance.	
0	Received funding from IPAC OR in the previous year.	
Total Score:		
Date Reviewed: _____		
Approved by: _____		
2021		

APPENDIX III: IPAC OR Expense Form

Fillable forms can be found on the [IPAC OR Home](#) page.

APPENDIX IV: IPAC OR Proxy Vote Form

Fillable forms can be found on the [IPAC OR Home](#) page.



CHAPTER PROXY VOTE FORM

This proxy is to enable members who cannot attend the IPAC Ottawa Region (IPAC OR) general meeting to have their vote recorded. Should there be more than one candidate for an open position, elections will be held online and the results announced at the Chapter meeting.

The undersigned Voting Member of Infection Prevention and Control Canada (IPAC Canada) appoints the following IPAC Canada member:

_____.
(Print the name of the IPAC Canada member who will vote on your behalf)

Or, in the absence of another IPAC Canada member to act as proxy holder, appoints Chapter Secretary/Membership Director as proxy for the undersigned to vote for the undersigned Voting Member at the IPAC Ottawa Region to be held on

Unless otherwise indicated below the proxy holder may exercise discretion in voting for or against any resolution at the Chapter Meeting.

	VOTE FOR	VOTE AGAINST	ABSTAIN
1. Approval of the Minutes of the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Receipt and approval of the financial statement of IPAC OR for the period ending December 31, _____ and the report of the auditors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Appointment of Auditors for next fiscal audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. To vote in my best interests in all other matters that are brought before the IPAC OR Chapter Meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Print Name of IPAC OR Member Signing this Proxy

 IPAC Canada Membership Number

 Signature

 Date

This form must be submitted to IPAC OR no later than 3 days before IPAC OR Chapter Meeting by email ipacottawaregion@gmail.com