



TERMS OF REFERENCE

Infection Prevention and Control (IPAC) - Southern Alberta

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 (IPAC/PCI-Canada)

1. NAME

- 1.1 The name of the organization shall be IPAC-Southern Alberta (IPAC-SA), hereafter referred to as the Chapter. IPAC-SA is a chapter of Infection Prevention and Control Canada – Préventions et Contrôle des Infections Canada.

2. CHAPTER PURPOSE AND GOALS

- 2.1 To reduce the risk of infection across the care continuum through knowledge exchange, sharing experiences, ideas and information for the prevention and control of infections and the collaboration and networking among persons interested in infection prevention and control
- 2.2 To promote infection prevention and control as a clinical specialty that is an integral part of total health care delivery
- 2.3 The goals of the chapter shall be:
 - Act as a resource and/or educator for community-based and area health facilities related to infection prevention and control issues.
 - Facilitate professional development of chapter members in infection prevention and control
 - Support and participate as a chapter of the Infection Prevention and Control Canada (IPAC-Canada) organization
 - Enhance communication among professionals with a common interest in infection prevention and control

3. MEMBERSHIP

- 3.1 Membership is open to anyone interested in infection prevention and control and who is a member of IPAC Canada (see membership categories, section 4 below). Members are encouraged to attend meetings and participate in Chapter activities.

4. MEMBERSHIP CATEGORIES

- 4.1 An active member shall be one who pays annual Chapter membership fees to IPAC-Canada. Active membership shall entitle the holder to vote,

to hold office in the Chapter, receive minutes, all pertinent Chapter correspondence, and is eligible for financial assistance as outlined in the Education Funding Guidelines.

- 4.2 Members who are awarded an IPAC Canada honorary membership shall also receive an honorary chapter membership.
- 4.3 “Retired” Membership is at a reduced cost and it is expected that they are not currently practicing. Voting rights are not extended to these members.
- 4.4 Industry members actively attending chapter meetings shall be included as full members and have voting rights as regular chapter members.
- 4.5 Student members have paid student fees to IPAC Canada and are non-voting.

5. MEMBERSHIP DUES

- 5.1 The amount payable in membership fees is determined annually by IPAC Canada.
- 5.2 Honorary memberships shall be exempt from chapter fees.
- 5.3 IPAC-Canada and Chapter fees are to be paid by the members directly to IPAC-Canada.
- 5.4 Calendar year – the membership calendar year is January 01 – December 31. Dues unpaid by April 1st will result in expired membership. The membership year shall be 12 months from the date membership is processed by IPAC/PCI-Canada.

6. EXECUTIVE POSITIONS

- 6.1 The executive shall be composed of the President, President-Elect, Past-President, Secretary, Treasurer, Education Coordinator, Chapter Webmaster, Seminar/Fundraising Coordinator and Social Media Coordinator.
- 6.2 The executive shall be elected by chapter members

7. TERMS OF OFFICE

- 7.1 All executive shall serve a 2 year term with the exception of the President positions.
- 7.2 The President will be elected bi-annually. The terms of office shall be:
 - President-Elect shall serve a one year term
 - President shall serve a two year term
 - Past-President shall serve a one year term

8. DUTIES OF THE EXECUTIVE

- 8.1 **President**
 - Prepares President-Elect to assume duties of President
 - Chairs all meetings
 - Prepares the agenda
 - Performs administrative duties, including those related to IPAC-Canada

- Corresponds and reports on behalf of the Chapter
- Acts as a corresponding member of IPAC-Canada Strategic Planning committee
- Represents IPAC-Southern Alberta at annual IPAC-Canada conference
- Prepares and submits an annual report in January of the second year of their term to IPAC-Canada and circulates to all Chapter members
- Will cast a vote in meetings only in the case of a tie.

8.2 President-Elect

- Chairs meetings in the absence of the President
- Correspond and reports as delegated
- Assumes presidential duties at the end of a one year term
- Chairs nominating committee

8.3 Secretary

- Records, files and distributes minutes and agenda to all members
- Files correspondence and responds as directed by the Executive
- Maintains and distributes membership list to all members
- Represents IPAC-SA as corresponding member of the IPAC-Canada membership committee
- Ensures that the Terms of Reference have been distributed to each member and to the IPAC-Canada membership office
- Maintains archives of minutes and TOR for 7 years. Refer to IPAC-Canada Policy 19.05 for record keeping regulations
- Maintains the website as shared responsibility with Chapter Webmaster or designate
- Briefing/report note (attachment #3) provided for members so they may submit a written report prior to or at the Chapter meetings

8.4 Treasurer

- Maintains financial record, including bank records, common receipts and bill for 7 years. Refer to IPAC-Canada Policy 19.05 for record keeping regulations.
- Gives financial updates at IPAC-SA meetings
- Prepares an annual budget
- Assumes all banking duties
- Arranges for annual internal audit of books prior to the February meeting by two Chapter members appointed by the Executive
- Remits payment within 30 days of receipt of documentation for approved expenses
- Represents IPAC-SA as a corresponding member on the IPAC-Canada Finance Committee
- Reviews education funding applications as per Education and Certifications Funding guidelines (see Appendix 1)

8.5 Past-President

- Chairs nominating committee
- Acts as resource/support for the new president
- Prepares and submits an annual report in January to IPAC-Canada and circulates to all Chapter members

8.6 Education Coordinator

- Acts as the corresponding member of IPAC-Canada Education Committee
- Organizes/facilitates education sessions
- Notifies members of workshops, seminars and conferences
- Assists the Treasurer with review of education funding applications
- Communicates with members regarding education funding (see Appendix 1)

8.7 Seminar/Fundraising Coordinator

- Coordinates the activities of the Chapter in organizing seminars/workshops
- Acts as a seminar chairperson
- Reports and updates IPAC-SA on seminar planning or activities

8.8 Chapter Webmaster

- Works with the IPAC-Canada Webmaster to maintain a Chapter website hosted on the IPAC-Canada website following these guidelines:
 - Website content will reflect both public material (for information for non-members) and internal Chapter material that will be on a password-protected portion of the webpage
 - The Chapter Webmaster will review the website content at least annually. The Chapter Executive will review and approve any changes to the website
 - No personal identifiers (other than a contact email for the Chapter Webmaster) will appear in the public portion of the website
 - Chapter members who are Industry representatives may have a link to their company's website in the "Who We Are: public section of the website. This section will also have web links to the different zones that are represented by Chapter members
 - No personal identifiers will be included therein

8.9 Social Media Coordinator

- Update social media platforms of Chapter activities, member achievements etc
- As this is a new and to date unfilled position, description of duties is still in development

8.10 SIGNING AUTHORITY

- Signing authority shall be given to the Treasurer, one member of the executive and one additional active member
- Outgoing Treasurer will arrange transfer of signing authority prior to February Chapter meeting of the year after term ends

9.0 ELECTION PROCEDURE

9.1 Nominating Committee

- Nominating committee is composed of the Past-President (Chair) and two additional Chapter members who shall be asked to volunteer at the September meeting
- The nominating committee shall contact Chapter members to allow their name to stand for office according to these Terms of Reference

9.2 Elections

- The names of nominees shall be circulated to the Chapter membership prior to the November meeting
- The chair will call for further nominations
- The chair of the nominating committee shall announce the results at the November meeting
- Proclamation by acclamation is accepted
- If a vote is called, those members in attendance at the November meeting will vote by secret ballot. The nominating committee members will be responsible for tallying the vote. The President cannot cast a vote except in the case of a tie
- All elected officers shall assume office January 1 of the following year

9.3 Executive Position Vacancies

- With the Exception of the President and the President-Elect, in the event of an office becoming vacant, interim appointments will be made by the Chapter Executive within (30) days of the position becoming vacant.
- In the event that the office of the President is vacant, the President–Elect will assume the position of President. A by-election will be held to fill the position of President-Elect.
- There will be no appointment or election called in the event the office of Past President is vacant. The duties of the Past-President will be assumed by the remaining members of the Chapter Executive.
- The appointee shall remain in the position until the next scheduled election September/November).
- The appointee shall have voting privileges in the Executive
- In the absence of an appointee, the President assumes the vacant position in the setting of national meetings

10. MEETINGS

- 10.1 The Chapter conducts six meetings a year. Meeting will be held in-person with Telehealth available in June and December of each year. The other 4 meetings will be held via electronic meeting venues (MS Teams, Zoom or similar)
- 10.2 The in-person meetings will be 2 and ½ hours in length, covering all business & a will have longer education sessions. The remote meetings will be held over 1 hour and have a ½ hour education session with important business only.

- 10.3 The quorum for voting purposes is the number of members present at that meeting.
- 10.4 Decisions requiring a vote will be determined by a 50% plus one of eligible members present at the meeting.

11. CORE OR DISTANT IPAC-CANADA COMMITTEE MEMBERS

- 11.1 At the November meeting, Chapter members will be asked to volunteer to serve as a core or distance member on the following IPAC-Canada committees:

- ☐ Programs and Projects
- ☐ Standards/Guidelines

- 11.2 The list of Chapter Representatives is sent to the Members Service office (MSO) of IPAC-Canada at the end of the year
- 11.3 The MSO sends the lists to the Chairs.

12. IPAC-CANADA INTEREST GROUPS

- 12.1 At the November meeting Chapter members will be asked to volunteer to serve as corresponding/reporting members of the following IPAC-Canada interest groups:

- ☐ Healthcare Facility Design and Construction Interest Group
- ☐ LTC Interest Group
- ☐ Oncology Interest Group
- ☐ Mental Health Interest Group
- ☐ Network of Networks Interest Group
- ☐ Pediatrics Interest Group
- ☐ Pre-Hospital and First Responders Group
- ☐ Surveillance / Applied Epidemiology Interest Group
- ☐ Webmaster
- ☐ Dialysis Interest group
- ☐ Education Committee
- ☐ Membership Committee
- ☐ Standards and Guidelines Committee
- ☐ Environmental Hygiene Interest Group
- ☐ Reprocessing Interest group

12.2 Each member representing IPAC-SA as the corresponding member shall inform the interest group chair (as listed on the IPAC-Canada website) of their chapter contact status.

12.3 All members of the chapter are eligible to join any interest group they wish

13. REVIEW AND REVISIONS TO TERMS OF REFERENCE (TOR)

13.1 The TOR shall be reviewed by the Chapter Executive and circulated to the membership for approval every 3 years or as necessary

13.2 Amendment(s) or revisions may be proposed utilizing the following procedure:

- ☐ Prior notice will be given to the membership. There is a legal requirement that 30 day notice of by-law/TOR change be given
- ☐ Voting will take place at a meeting, the time and place of which will be indicated in the notice
- ☐ Amendments or revisions will be discussed by the membership prior to voting
- ☐ Chapter members are eligible to vote. A 50% plus one majority vote of active members present will be required to pass proposed amendments or revisions.

PHILOSOPHY OF THE MEETINGS

Networking – makes learning fun, informal and social. Designed to foster group linkages, to improve support and to help share resources within the group and with IPAC-Northern Alberta (IPAC-NA), our provincial counterpart in IPAC-Canada.

Education – a more formal presentation of learning through speakers, practice discussions reviewing literature etc.

Business – most meetings have a 20 minute slot for Chapter business. Reports can be submitted to the Secretary for distribution and only important or pressing business would be discussed in the Chapter meeting (see briefing note template – Attachment #3)

EDUCATION AND CERTIFICATIONS FUNDING GUIDELINES

Education Funding

- Funds for education activities and certification fee reimbursement will be available to Chapter members, contingent on the financial status of the Chapter.
- The Chapter executive will determine by February meeting each year, the amount of funds available for education.
- Members may apply for funding assistance for infection control professional development.

Certification Funding

Eligible Members who have successfully completed the CIC certification/re-certification examination, and were not subsidized by their employer, may apply for reimbursement of same and will be paid in full within six months of the notification.

Review of applications and awarding of funds:

- application package for funding will be available from the treasurer (Attachment #2)
- funding approval will be the responsibility of the Education Funding Review Committee which includes the treasurer, the education coordinator and 1 member at large
- the executive will appoint the member at large
- in the event that a member of the review board is an applicant the executive will appoint an alternate member
- the education funding review committee will award all funding based on the availability of funds and education funding criteria (Attachment #1)
- maximum funds per year per member will be determined by the Executive.

Applicant's Responsibility:

- Applications received by April 1st will be reviewed by April 15th of each year. Applications received after April 1st will be reviewed and allocated dependent upon funds.
- The recipient must present an informative report on the education activity at a Chapter meeting following the activity.
- The recipient must provide receipts to the Treasurer within 3 months of return from the activity (see Attachment #2).
- Reimbursements will not happen until all receipts are submitted

IPAC - SOUTHERN ALBERTA EDUCATION FUNDING

APPLICATION FORM- PLEASE PRINT

Applicant's name: _____ Date of application: _____

Facility/Organization: _____ Position: _____

Work address: _____ Work phone #: _____

Year joined IPAC-SA: _____ IPAC membership number: _____

Description of education activity (may attach brochure: _____

Program sponsored by: _____

Location: _____

Date(s) of activity: _____

Amount of funding request: \$ _____ Please provides detailed estimates for:

Registration: \$ _____ Meals: \$ _____ Transportation: \$ _____

Other: \$ _____ Accommodation: \$ _____

Indicate () applicable criteria:

Member of IPAC-SA 1- 2 years: _____ 3- 4 years: _____ 5 years or >: _____

Has been actively (past or present) involved in IPAC-SA as:

Executive member _____ Committee Chairperson _____ Member of a Committee _____

Has **not** received funding in past 2 years: _____

Provided education session to the Chapter in past 2 years _____

Presenting at this event _____

Please retain your receipts and submit to the treasurer upon the completion of the education activity.

I have read and understand the guidelines for Education Funding of the Terms of Reference and agree to abide by these guidelines.

SIGNATURE OF APPLICANT _____ DATE _____

IPAC-SOUTHERN ALBERTA
EDUCATION FUNDING CRITERIA

Mandatory Criteria – Applicant is currently a member of IPAC-SA

| CRITERIA | POINT VALUE | POINTS ACCUMULATED |
|-----------------------------------------------------------|----------------|-----------------------|
| Member of IPAC-SA: | | |
| 1-2 years | 1.0 | |
| 3-4 years | 2.0 | |
| 5+ years | 3.0 | |
| Actively (past or present) involved in IPAC-SA: | | |
| Executive | 4.0 | |
| Committee Chairperson | 3.0 | |
| Member of a committee | 2.0 | |
| Has not received funding in past 2 years | 3.0 | |
| Provided education session to the Chapter in past 2 years | 2.0 | |
| Presenting at the event | 3.0 | |
| Total Accumulated Points | XXXXXXXXXX | |

Signature of Applicant:

_____ **Date:** _____

Signatures of reviewers:

_____ **Date:** _____

Treasurer

_____ **Date:** _____

Education Coordinator

_____ **Date:** _____

Member at Large



ATTACHMENT #3

| IPAC-SA BRIEFING/REPORT NOTES | |
|-------------------------------|-------|
| From: | Date: |
| Report Area: | |
| Report: | |
| Special Issues: | |
| Recommendations: | |

Submit report to IPAC-SA Secretary prior to or subsequent to IPAC-SA meeting