

CHICA - CANADA
Community and Hospital Infection Control Association - Canada
POLICY & PROCEDURE MANUAL

SECTION: Chapters NUMBER: 15.11
 SUBJECT: CHAPTER TERMS OF REFERENCE TEMPLATE - ENGLISH PAGE: 1 of 5
 ORIGINATED: August 2013 REVISION:
 SIGNATURE/DATE:

**MODEL FOR DEVELOPING
 CHAPTER TERMS OF REFERENCE**

THE CHAPTER TERMS OF REFERENCE should reflect and relate to the IPAC-PCI By-laws. They must not conflict with them. Chapter Terms of Reference should be reviewed annually and revisions approved by membership sent to the President-elect and Executive Director of IPAC-PCI Canada.

THE FOLLOWING should be considered when developing your chapter's Terms of Reference. Be sure to review the IPAC-PCI by-laws and the sections of the IPAC-PCI (CHICA Canada) Policy Manual that relate to Chapters. The examples below can be enhanced by any specific wording approved by membership. The format shown is for discussion only. The final document should not have the columnar format.

SECTION (Mandatory)	Suggested wording
Title	IPAC XXX, a Chapter of Infection Prevention and Control Canada-Prévention et contrôle des infections Canada. TERMS OF REFERENCE 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.
Purpose and Objectives	
2.1 Purpose	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 (IPAC).
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

CHICA - CANADA
Community and Hospital Infection Control Association - Canada

POLICY & PROCEDURE MANUAL

SECTION: Chapters NUMBER: 15.11
 SUBJECT: CHAPTER TERMS OF REFERENCE TEMPLATE - ENGLISH PAGE: 2 of 5
 ORIGINATED: August 2013 REVISION:
 SIGNATURE/DATE:

3. Membership Dues	3.1 Chapter Members must be members of IPAC-PCI Canada. Chapter dues are payable with IPAC-PCI national membership. A portion of the national membership dues will be reimbursed to the chapter designated by the member.
	3.2 IPAC XXX members are welcome to invite guests to xxx (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-PCI Canada.
	3.3 The membership year shall be 12 months from the date membership is processed by IPAC-PCI Canada.
	3.4 Membership renewal notices will be issued by IPAC-PCI Canada.
	3.5 IPAC-PCI 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-PCI Canada, with the exceptions below. They may hold office in the Chapter.
	4.2 Student members have paid Student fees to IPAC-PCI 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-PCI 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 established 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 the articles or by-laws; 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-PCI Canada is liquidated and dissolved under the Act.
5. Chapter Policies	5.1 The membership year is 12 months from the date membership is processed by IPAC-PCI 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 or mail and copies maintained in the Chapter files.
	5.4 Correspondence and financial records shall be kept for a minimum of 7 years. Audited financial statements, minutes and contracts are to be kept for the life of the Chapter.

CHICA - CANADA
Community and Hospital Infection Control Association - Canada

POLICY & PROCEDURE MANUAL

SECTION: Chapters	NUMBER: 15.11
SUBJECT: CHAPTER TERMS OF REFERENCE TEMPLATE - ENGLISH	PAGE: 3 of 5
ORIGINATED: August 2013	REVISION:
SIGNATURE/DATE:	

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 under IPAC XXX policies. A summary of responsibilities is below.
	6.3 The Executive shall consist of President, President-elect, Past President (when applicable), Secretary, Treasurer, Membership Director, Chapter Webmaster and Education committee Chair. Additional positions may be added with the consent of membership. Positions may be combined except for the positions of President and Past President.
7. Term of Office	7.1 The term of office of the President-elect, President and Past President shall be xxx years. The term of office of all other positions on the Executive shall be xxxx years with eligibility for re-election.
	7.2 All terms commence on (date). 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.
8. Election Procedure	8.1 Only current, voting members of IPAC-PCI Canada and the Chapter may be nominated to the Executive.
	8.2 Election of officers by ballot shall be held at the last meeting of the year and will be conducted by the Past President.
	8.3 Where only one name is presented for any office, the nominee is elected by acclamation.
9. Meetings	9.1 Executive Meetings
	9.1.1 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 by email or teleconference.
	9.1.2 There must be a simple majority of Executive meetings 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 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
	9.2.1 xxxx meetings will be scheduled each year.
	9.2.2 Location may alternate as decided by membership.
	9.2.3 Meetings will primarily be held face-to-face with a minimum of xxx per year offered by teleconference or videoconference as available and accessible by members.

CHICA - CANADA
Community and Hospital Infection Control Association - Canada

POLICY & PROCEDURE MANUAL

SECTION: Chapters	NUMBER: 15.11
SUBJECT: CHAPTER TERMS OF REFERENCE TEMPLATE - ENGLISH	PAGE: 4 of 5
ORIGINATED: August 2013	REVISION:
SIGNATURE/DATE:	

	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. Committees	10.1 Nominating Committee – Details will be outlined under Chapter Policies and Procedures.
	10.2 Education Committee – Details will be outlined under Chapter Policies and Procedures
	10.3 Ad Hoc – Ad Hoc Committees may be formed at the discretion of the Executive and with the approval of membership.
	10.4 Representative to IPAC-PCI Canada Standing Committees and Interest Groups – 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
	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-PCI conference.
11. Quorum	A quorum consists of 50% +1 of voting membership for both Executive and General meetings.
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 Amendments to 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.
	12.3 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.

CHICA - CANADA
Community and Hospital Infection Control Association - Canada

POLICY & PROCEDURE MANUAL

SECTION: Chapters NUMBER: 15.11
 SUBJECT: CHAPTER TERMS OF REFERENCE TEMPLATE - ENGLISH PAGE: 5 of 5
 ORIGINATED: August 2013 REVISION:
 SIGNATURE/DATE:

14. Duties of Officers	14.1 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 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.
	14.2 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.
	14.3 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.
	14.4 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 embers to the Membership Director and Secretary; 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.
	14.5 Membership Director – The Membership Director shall maintain a current membership list; shall communicate with members who have not renewed, according to lists provided by IPAC-PCI Canada; shall communicate with prospective members; shall facilitate elections in collaboration with the Past President; shall undertake other duties as assigned by the President.
	14.6 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; shall act as Chapter archivist and responsible for a) collation of information regarding Chapter activities; submission of the application for the IPAC-PCI/3M Chapter Achievement Award on a yearly basis.
	14.7 Education – The Education facilitator shall form a committee approved by the Executive to determine the educational needs of the Chapter; shall formulate objectives for each educational seminar; shall arrange for appropriate workshops/speakers; shall make an annual report to the President for submission to CHICA-Canada.
	14.8 Webmaster – The Webmaster shall maintain the Chapter website and liaise with the IPAC-PCI Webmaster to ensure the Chapter web page is current.