



**Infection Prevention and Control Canada
Prévention et contrôle des infections Canada**

POLICY & PROCEDURE MANUAL

SECTION: Committees
SUBJECT: Corporate Relations Committee
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Purpose:

To foster productive and mutually beneficial relations between industry and IPAC Canada which are based upon an understanding of each other's goals and are of the highest ethical standards.

Policy:

1. IPAC Canada will establish a Corporate Relations Committee (CRC) to be chaired by the assigned Board Director. The terms of reference are set out in Appendix 1. This committee shall report to the Board of Directors through the Director.
 2. All industry and corporate sponsorship of IPAC Canada or its activities shall be governed by this policy and any amendments thereof as approved by the IPAC Canada Board of Directors.
 3. Corporate membership is held by the industry/corporation which shall select their representative and so inform the IPAC Canada Administrative Assistant at the time the Corporate membership is established. The selected representative of the Corporate member should be consistent.
 4. Corporate members and their Principal Contact are non voting members of IPAC Canada and may not hold office as per IPAC Canada Policy 8.50 (Membership Categories).
 5. The Designated Member of a Corporate Member will receive a complimentary IPAC Canada voting membership including one complimentary chapter membership. Additional chapter memberships are available at additional fees.
 6. Additional representatives of a Corporate Member may take out individual or institutional membership, may vote and may hold office. Members of the Corporate Relations Committee can vote on motions presented to that committee as outlined in the terms of reference.
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Appendix 1:

IPAC Canada Industry Relations Committee (CRC) Terms of Reference

Purpose:

To foster effective relations between IPAC Canada and its industry members for the purposes of advancing the mission of IPAC Canada.

Reporting Relationship:

The CRC shall report to the IPAC Canada Board of Directors through the assigned Board Director. The assigned Board Director shall be the chair of the CRC.

All recommendations, decisions or motions of the CRC require ratification by the Board of IPAC Canada.

All industry members of IPAC Canada are encouraged to bring their issues forward to the CRC through any of the members of the CRC.

Executive:

The Chair of the CRC shall be the assigned Board Director. The IPAC Canada Executive Director will also be a non-voting member acting in an advisory and support capacity. The Chair shall decide on the final agenda items and collaborate as required to facilitate the conduct of the CRC meetings and activities.

Meetings:

Face to face meetings of the CRC shall occur no less than twice per year. One in-person meeting will be held at the time of the IPAC Canada annual conference. One in-person meeting will be held in November, immediately prior to the fall Board meeting. IPAC Canada shall provide the venues for these meetings. CRC members are responsible for paying their own costs to attend the meetings. Members may also attend by teleconference. Additional meetings may occur at the call of the chair as required to fulfill the mandate of the CRC with no less than 30 days' notice if possible. Any additional meetings may be held using the most efficient and effective available mode of communications (e.g. tele-, video, or web-conferencing etc.). An agenda shall be prepared in advance and all members may request items to be placed on the agenda. Minutes of meetings will be kept and distributed via the IPAC Canada web site.

Membership:

CRC membership shall include:

- The assigned Director of the IPAC Canada Board of Directors who shall be the chair*

- The IPAC Canada Executive Director**
- Seats for voting members will be allocated as: One seat for each Platinum Corporate Member as long as they remain a Platinum Corporate Member;
- One seat for each Gold Corporate Member for a five year term as long as they remain a Gold Corporate Member;
- One seat for each Silver Corporate Member for a five year term as long as they remain a Silver Corporate Member;
- Nine seats for Bronze Corporate Members staggered in three year terms;
- Seats for Bronze Corporate Members will be allocated based on a random draw;
- Bronze Corporate Members are eligible for re-appointment after a period of three years off the CRC

*voting ex-officio

**nonvoting ex-officio

There shall be no more than two representative members on the CRC from any one company at a time.

Term of Office:

There will be a rotation of nine Corporate Members. (See below.) CRC industry members shall serve a term of 3 years on the IRC and are eligible for re-election after a period of three years off the CRC. Membership on the CRC is by random selection to fill vacant seats.

Industry Liaison:

An Industry Liaison is appointed by the CRC to work with the Executive Director on day-to-day matters affecting the association and its industry members. This is a three conference renewable term. See policy 4.42.

Conference Industry Representative:

A representative of the CRC is chosen by the CRC to participate on the Scientific Program Committee which develops the education sessions presented at the annual IPAC Canada conference. The representative is appointed for a three conference term. Re-appointment to succeeding conferences is at the discretion of the CRC. See Policy 18.20.2

Rotation:

CORPORATE COUNCIL	CORPORATE RELATIONS COMMITTEE		
PLATINUM MEMBERS – As long as they remain Platinum Members	3 Year term expiring 20xx	3 year term expiring 20xx	3 year term expiring 20xx
GOLD MEMBERS – 5 year term			
SILVER MEMBERS – 5 year term	INDUSTRY LIAISON TO MSO (3 conference term)		
	CONFERENCE INDUSTRY REPRESENTATIVE (3 conference term)		

Rules of Order:

The CRC shall follow the rules of order as for all IPAC Canada committees. Each voting member has only one vote. The chair only votes in the event of a tie.

Member Conduct:

Membership on the CRC is to advance the interests of Infection Prevention and Control and the goals of IPAC Canada. Industry members are not permitted to use their privilege of membership on the CRC to advance the business interests of their company while serving on the CRC. Each CRC member will be required to provide signed statement of pecuniary and non-pecuniary conflict of interest at the beginning of their term. If a conflict exists the CRC industry member is required to declare it to the Chair and not participate in the discussion or decision of that item. It is the responsibility of the Chair to ensure that the agenda of the IRC meetings serves the mandate of the CRC and the mission of IPAC Canada foremost.