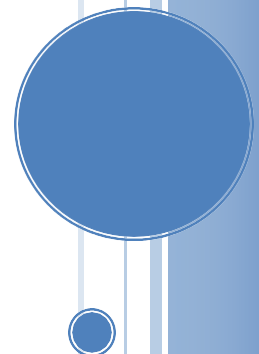




IPAC NORTHERN ALBERTA

TERMS OF REFERENCE

IPAC CANADA POLICY 15.12.2



IPAC NORTHERN ALBERTA
‘A Chapter of Infection Prevention and Control (IPAC) Canada’

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IPAC Northern Alberta (NA) Chapter Terms of Reference

1.0 Name and Endorsement

IPAC Northern Alberta (IPAC NA), is a Chapter of Infection Prevention and Control Canada.

The following terms of reference of this organization support and relate to the By-laws of Infection Prevention and Control Canada (IPAC Canada).

2.0 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 (IPC).

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 IPC program.
3. To hold multi-disciplinary educational conferences or seminars to update knowledge in IPC.
4. To support and assist with research/study activities and the publication of results.
5. To identify and compile IPC 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 and 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 IPC practices and issues.
10. To consider diversity, equity and inclusivity of our IPAC Canada members and the greater population we serve.

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3.0 Members

Each Voting Member shall be entitled to receive notice of, attend and to have one vote at all meetings of the members of the Chapter. In voting and counting votes, there shall be no distinction between Active Members and Honorary Members. See Membership Categories (#5) for voting restrictions.

4.0 Membership Dues

4.1 Chapter Members must be members of IPAC Canada. Chapter dues are payable with national membership. A portion of the national membership dues will be reimbursed to the chapter designated by the member.

4.2 IPAC NA members are welcome to invite guests to 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 the Board of Directors of IPAC Canada.

4.3 The membership year shall be 12 months from the date membership is processed by IPAC Canada.

4.4 Membership renewal notices will be issued by IPAC Canada.

4.5 IPAC 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.

4.6 Additional reasonable assessments may be levied on Chapter members by the Chapter on approval of membership.

5.0 Membership Categories

5.1 Chapter members are active, voting members of the Chapter and IPAC Canada, with the exceptions below. They may hold office in the Chapter or the Board of Directors, IPAC Canada.

5.2 Student members have paid Student fees to IPAC Canada. They are non-voting. They may participate on committees but may not hold office in the Chapter nor on the National Board of Directors.

5.3 Retired members have paid Retired fees to IPAC Canada. They are non-voting. They may participate on committees but may not hold office in the Chapter or the National Board of Directors.

5.4 The Chapter may choose to bestow Chapter Honorary or Life membership to a chapter member based on criteria established by the Chapter. They are active, voting members of the

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Chapter. The Chapter or the Honorary Member/Life Member must continue to pay membership dues to IPAC Canada. A portion of the membership dues will be reimbursed to the Chapter on behalf of the Chapter Honorary/Life Member.

5.5 IPAC Canada may bestow Honorary membership to a member based on criteria established by IPAC Canada. The IPAC Canada Honorary Member does not pay national dues. The Chapter portion of national membership fees will be forwarded to the Chapter designated by the Honorary Member.

5.6 Business members of IPAC Canada may be accepted as individual, voting members of the Chapter, who may hold positions on Chapter and national committees and may hold elected office in the Chapter. Business members may not hold elected office on the IPAC Canada Board of Directors.

5.7 Corporate Members are companies/corporations/agencies which support the objectives of IPAC Canada and provide additional support to IPAC Canada. Corporate Members manufacture products (e.g., disinfectants, hand hygiene products, infection prevention equipment, etc.), or provide a service (e.g., inspections, education, guidelines, etc.). Corporate Members do not provide direct patient care but may support patient care activities. The company/corporation/agency is the member of IPAC Canada. A Corporate Member principal contact is non-voting and may not hold elected office. They may serve on committees. One official representative of the Corporate Member as named by the Corporate Member is provided with a voting chapter membership, for which chapter membership fees will be forwarded to the Chapter designated by the Corporate Member.

5.8 Other individual representatives of the Corporate Member may apply for voting Active/Professional Membership. These Active/Professional members may serve on chapter committees and hold Chapter office. They may not serve on the IPAC Canada Board of Directors.

5.9 A membership in the Chapter is terminated when:

- 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 Canada/PCI Canada is liquidated and dissolved under the Act.

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5.10 Any other scenarios not listed above must be discussed with the IPAC Canada Director (Chapters and Interest Groups).

6.0 Chapter Policies

6.1 The membership year is 12 months from the date membership is processed by IPAC Canada.

6.2 The fiscal year of the Chapter is January 1- December 31.

6.3 Distribution of minutes:

- (a) Minutes of Chapter committee meetings shall be distributed to committee members
- (b) Minutes of Chapter Membership meetings shall be distributed to committee members and posted to the Chapter website.

6.4 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.

7.0 Executive

7.1 The Executive shall direct, manage, operate and govern the association, and all their actions shall be subject to approval by the membership.

7.2 Details of the Executive responsibilities are outlined in IPAC NA Chapter policies. A summary of responsibilities is in Section 17.

7.3 The Executive shall consist of President, President-elect, Past President (when applicable), Secretary, Treasurer, and Membership Director. Additional positions may be added with the consent of Chapter membership. Positions may be combined except for the positions of President and Past President.

7.4 If any Executive member misses three consecutive Executive meetings without a reason acceptable to the Executive, the Executive may act as follows:

- (a) If the Executive position is the President or President Elect, the Executive may recommend to the next meeting of members that the President or President Elect be removed from their Executive position. If the members vote to remove the individual, the members shall immediately elect a successor.
- (b) If the Executive member is not the President or the President Elect, the Executive may vote to remove them as an Executive. The Executive may then appoint a qualified individual to fill the remainder of the Executive position term.

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7.6 If an Executive position becomes vacant because of death or resignation, the Executive shall, within a reasonable time, make reasonable efforts to appoint a qualified individual to fill the vacant position until the next annual meeting of members.

7.7 If an Executive member is elected to the IPAC Canada Board of Directors, they must resign their Chapter Executive position immediately. The Executive may appoint an interim Executive position until the next general membership meeting.

7.8 Any other scenarios, not listed above, must be discussed with the IPAC Canada Director (Chapters and Interest Groups).

8.0 Terms of Office

8.1 The term of office of the President-elect, President and Past President shall be one year. The term of office of all other positions on the Executive shall be two years with eligibility for re-election. Terms should be staggered to ensure consistency in governance.

8.2 The President and President-elect may hold office for a maximum of two (2) terms unless additional terms are approved by membership.

8.3 All terms commence on January 1. The outgoing Executive will coordinate a smooth transition to the incumbent.

8.4 Should vacancies occur during this term of office; the Executive shall fill such vacancy by appointment until the next election is held.

8.5 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 Executive member 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.

8.6 Responsibilities of the Executive should be outlined in Chapter policies. See IPAC Canada Canada by-law 3.10 for Executive function and responsibilities.

9.0 Banking Authorities and Audit

9.1 The Treasurer will open/maintain an account at a chartered Canadian bank in the name of the Chapter. Signing authorities will be two of the Treasurer, the President, and the President-elect. The Treasurer may be the sole signatory of cheques or e-transfers after an approval form has been completed by either the President or the President-elect. See one-signature cheques and e-transfer guidelines at <https://ipac-canada.org/chapter-treasurers>, and in the Chapter Treasurer Handbook (<https://ipac-canada.org/chapter-treasurers>).

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9.2 An annual audit of the Chapter financial records and processes will be undertaken by

- a) a third-party auditor; or
- b) a third-party accountant; or
- c) two Chapter members who are not members of the Executive.

See guidance in the Chapter Treasurers Handbook at <https://ipac-canada.org/chapter-treasurers>.

10.0 Election Procedure

1.1 Only current, voting members of IPAC Canada and the Chapter may be nominated to the Executive.

1.2 Election of officers by ballot shall be held at the last meeting of the year and will be conducted by the Past President.

1.3 Where only one name is presented for any office, the nominee is elected without opposition.

1.4 When an in-person meeting cannot be held, a virtual election will be held with the results announced by the Past President at the last meeting of the year.

11.0 Meetings

11.1 Executive Meetings

11.1.1 Executive meetings will be held at the call of the Chapter President. There will be a minimum of three meetings held per year. Meetings may also be held by email, teleconference, or on a virtual platform.

11.1.2 There must be a quorum consisting of a simple majority (50% plus 1) of Executive members present to hold an Executive meeting. If a quorum is not reached, the meeting may continue with discussion items, but voting may not take place.

11.1.3 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. A majority decision is reached by 50% plus 1 of those in attendance, providing a quorum has been reached.

11.1.4 A summary of minutes, recommendations and approved motions will be presented at the next Chapter meeting and recorded in the general meeting minutes.

11.2 General Membership Meetings

11.2.1 A minimum of six meetings will be scheduled each year.

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11.2.2 Location may alternate as decided by membership.

11.2.3 Meetings may be held in-person, by teleconference, or by virtual platform, assuring all members have access to the method of meeting.

11.2.4 Members not in attendance at a meeting of members may vote by appointing in writing a proxyholder, who is required to be a member, to attend and act at the meeting in the manner and to the extent authorized by the proxy form, and by the authority conferred by the form, subject to the following requirements:

(a) A proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting after an adjournment.

(b) A proxyholder has the same rights as the member by whom they were appointed, including the right to speak at a meeting of members in respect of any matter, to vote by way of ballot or a show of hands at the meeting;

(c) and, when a proxyholder has conflicting instructions from more than one member, they may not vote at the meeting by way of a ballot or show of hands.

(c) The Secretary shall create a standard proxy form to be used by those who wish to appoint proxies.

11.2.5 The quorum for a general membership meeting is 10% of membership with a minimum attendance of seven attendees.

One exception- voting on financial matters that involve a sum greater than \$2500.00 or affecting investments requires a quorum of 15% of active members including a member of the Executive (or designate).

11.2.6 Once quorum is confirmed a motion is approved with a majority vote (50% + 1) of members attending the meeting in person or virtually and proxy votes.

11.2.6 Each meeting will include an educational component.

11.2.7 An agenda will be sent by email to all members one week before the regular and annual meetings.

11.2.8 Minutes of all regular, annual and special meetings will be kept by the Secretary and disbursed to all members within two weeks following the meeting. Minutes will be posted to the Chapter website.

12.0 Omissions and Errors

The accidental omission to give any notice to any member, Executive member, member of a committee of the board or public accountant, or the non-receipt of any notice by any such

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person where the Chapter has provided notice in accordance with the Terms of Reference, or any error in any notice not affecting its substance, shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

13.0 Committees

13.1 Nominating Committee – Details will be outlined in Chapter Policies. See IPAC Canada Policy 12.30 for guidance. See IPAC NA Terms of Reference Appendix V for details.

13.2 Education Committee – Details will be outlined in Chapter Policies. See IPAC Canada Policy 10.10 for guidance. See IPAC NA Terms of Reference Appendix IV for details.

13.3 Ad Hoc – Ad Hoc Committees may be formed at the discretion of the Executive and with the approval of membership.

13.4 Representative to IPAC Canada/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

Reprocessing Interest Group

Cardiac Care Interest Group

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13.5 The chapter will make every attempt to have a Chapter member attend standing committee and interest group meetings and provide an update on activities to the Executive and Chapter membership.

14.0 Amendments

14.1 These Terms of Reference may be amended at any Chapter general membership 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.

14.2 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.

14.3 All amendments to the Terms of Reference must be forwarded to the IPAC Canada/PCI Canada Board of Directors through the Director (Chapters and Interest Groups) and Executive Director.

15.0 Dissolution

The Chapter may be dissolved by approval of a Resolution to Dissolve, approved by 50% of membership. On the winding up or dissolution of the organization, funds or assets remaining after all debt has been paid shall be transferred to IPAC Canada/PCI Canada. Archived files will be forwarded to the Executive Director of IPAC Canada/PCI Canada for filing for seven years after dissolution.

16.0 Review of Terms of Reference

Chapter Terms of Reference must be reviewed annually by the Executive.

Terms of Reference and future revisions must be approved by Chapter membership.

17.0 Duties of Officers

17.1 President – The President shall:

- (a) preside at all meetings;
- (b) be an ex-officio member of all committees;
- (c) subject to membership approval, appoint committee members;

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- (d) represent the Chapter at IPAC Canada meetings and report on these meetings at the next Chapter general meeting;
- (e) President to obtain and stay current regarding submission due dates for required reports
 - i. ensure that summary reports are sent to the Board of Directors, as requested by the IPAC Canada Executive Director
 - ii. ensure an annual chapter report (Form 21) is sent to the IPAC Canada Executive Director no later than announced deadline date.
- (f) ensure an annual chapter report (Form 21) is sent to the Executive Director no later than the deadline date announced;
- (g) Prepares the President-elect to assume the office of President.
- (h) Refer to Appendix 1 for timetable of duties.

17.2 President-elect – The President-elect shall:

- (a) carry out duties as assigned by the President;
- (b) act in the absence of the President;
- (c) shall prepare to assume the office of President;
- (d) Coordinates annual review of Chapter Terms of Reference by February 28 for approval by membership at a subsequent meeting;
- (e) Coordinates, with the Secretary, the annual review of the New Member's package by January 31;
- (f) Refer to Appendix 1 for timetable of duties.

17.3 Secretary – The Secretary shall:

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

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- (g) circulate a proxy form for use by members not able to attend a general membership meeting;
- (h) collect proxy votes up to the time of the meeting and include proxy votes in the calculation of votes during the meeting;
- (e) Coordinates, with the President-elect, the annual review of the New Member’s package by January 31;
- (f) Refer to Appendix 1 for timetable of duties.

17.4 Treasurer – The Treasurer shall:

- (a) keep a full and accurate account of all receipts and disbursements;
- (b) deposit all monies in a bank account in the name of the Chapter;
- (c) prepare an annual budget for approval by membership;
- (d) prepare an annual statement for membership;
- (e) make a financial report at Chapter meetings;
- (f) arrange to have accounts audited as required by the Chapter;
- (g) submit an annual GST/HST report to Canada Revenue Agency;
- (h) undertake other duties as assigned by the President
- (i) be responsible for reporting paid members to the Membership Director and Secretary;
- (j) apply for funding from IPAC Canada for the Chapter Presidents Fund (if eligible), the CIC® Chapter Achievement Awards or any other awards that are appropriate for applying;
- (j) send donations from the Chapter to the IPAC Canada Chapter Presidents Fund or any other ongoing or special fund established by IPAC Canada, as financial resources are available;
- (k) in conjunction with the Finance Committee, prepares IPAC NA annual budget for all chapter related activities for presentation at the November chapter meeting;
- (l) in conjunction with the Finance Committee, coordinates revisions to the Five Year Financial Strategic Plan and submits it to the membership for approval at the first meeting of the year;
- (m) Refer to Appendix 1 for timetable of duties.

17.5 Membership Director – The Membership Director shall:

- (a) maintain a current membership list;
- (b) communicate with members who have not renewed, according to lists provided by IPAC Canada;
- (c) shall communicate information to IPAC Canada around the reasons members do not renew;
- (d) communicate with prospective members;

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(e) shall facilitate elections in collaboration with the Past President; shall undertake other duties as assigned by the President;

(f) Refer to Appendix 1 for timetable of duties.

17.6 Past President – The Past President shall:

(a) act as advisor to the Executive committee;

(b) preside at meetings in the absence of the President and President-elect;

(c) chair the Nominating Committee;

(d) be an ex-officio member of committees as required;

(e) act as Chapter archivist and responsible for

i) collation of information regarding Chapter activities;

ii) submission of the application for the IPAC Canada Chapter Achievement Award on a yearly basis;

(f) coordinates Strategic every three years with planning beginning in September in preparation for presentation at the November chapter meeting;

(g) Refer to Appendix 1 for timetable of duties.

17.7 Education Committee Chair shall:

(a) form a committee approved by the Executive to determine the educational needs of the Chapter;

(b) shall formulate objectives for each educational seminar;

(c) shall arrange for appropriate workshops/speakers for each chapter meeting;

(d) Refer to Appendix 1 for timetable of duties.

17.8 Webmaster – The Webmaster shall:

(a) maintain the IPAC NA Chapter website and liaise with the IPAC Canada Webmaster to ensure the Chapter web page is current.

i) provide regular updates on chapter activities and educational presentations;

ii) maintain all meeting minutes, financial reports and other information as determined by chapter;

(b) Refer to Appendix 1 for timetable of duties.

18.0 Chapter Financial Investments

18.1 Any changes to the IPAC NA investment account occur under the signing authority of the president and the treasurer, under the direction of the finance committee

18.2 The finance committee members include the current president and treasurer along with two active members of the association

18.3 All changes must be voted on and approved by the membership

Terms of Reference Revisions

Reviewed and revised:

- December 1999 by S. Wilson. Thanks to NAPIC membership and Karin Fluet for input on the revisions
- January 12 2005 by Judy Klein, Lee Hanna, Sharon Wilson, Marilyn Albers
- January 11, 2006 by Membership
- February 14, 2007 by Membership
- March 12, 2008 by Membership
- March 11, 2009 by Membership
- February 6, 2012 by Julie-Ann Babiuk
- October, 2014 by Sharon Wilson, Kathryn Wyndham, Tiffany Herrick, Lee Hanna, Jane Graff
- October, 2016 by Jane Graff, Lee Hanna, Tiffany Herrick, Melissa Kastelic
- November 14, 2018 by Membership
- December 30, 2019 by Crystelle Ong, Yvette Gable, Jennifer Parsonage, Brenda Jenkins, Denise Sorel, Mandeep Atwal, Sara Gallinger and approved by membership March 11, 2020.
- April 2023 by Erica Yip, Leanne Wyman, Maureen Buchanan-Chell, and approved by membership XXX

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Appendix I: IPAC NA Terms of Reference Duties Timetable-At the beginning of each new term, all executive members are expected to review the expectations and annual duties for their position.

Executive	January	February	March	April	May	June	September	October	November	December
President	IPAC-NA Job Descriptions and Timetable distributed to executive members by January 31			Review 5-year Financial Strategic Plan and Financial Status				IPC Week Obtain the “Dates & Deadlines” submission due dates for IPAC MSO	Present Strategic Plan for approval if required.	Submit Annual Report for approval Send new Executive list to IPAC Canada by due date
President Elect	Annual review of New Member Package by January 31	Coordinate executive Annual TOR review by February 28						IPC Week		
Past President	New Executive install by January 1 Submit Annual Report to IPAC by mid – January						Coordinate Strategic Planning/ Coordinate Nominating Committee	IPC Week Submit slate of candidates	Elections – Prepare ballots	
Treasurer	Present Annual Financial Report to membership Send Annual Financial Report, GST Form, and End-of-Year Financial Review to IPAC Canada		Review 5-year Financial Strategic Plan and Financial Status with the Financial Committee	Review 5-year Financial Strategic Plan and Financial Status		Present Semi-Annual Financial Report to membership		IPC Week	Present Annual Budget to membership	End of Year Chapter Financial Review – Call for volunteers
Secretary	Annual review of New Member Package by January 31		Discussion/planning for June luncheon				Discussion/planning for end of year luncheon	IPC Week		
Webmaster	Update website as required	Update website as required	Update website as required	Update website as required	Update website as required	Update website as required	Update website as required	IPC Week	Update website as required	Update website as required
Education Chair	Bi-annual Conference Planning						NA-SA Alternating Bi-annual Joint Chapter Meeting & Educational Conference	IPC Week Solicit member education needs by October 31	Present tentative education schedule	
IPAC Standing Committees						Present Annual Reports		IPC Week		

Appendix II: New Member Package

Prospective or New Member

1. Letter of Introduction from IPAC NA President, to include links to IPAC Canada
2. IPAC NA - Executive Members list
3. IPAC NA Terms of Reference
4. IPAC NA meeting times/ places and Education Calendar
5. Last IPAC NA meeting minutes

Prospective Member Brochure/Package may be distributed by any member of IPAC NA.

New Member Packages will be forwarded to all new members by the Secretary and/ or President-elect of IPAC NA.

The Secretary and/or President-elect will be responsible for reporting to IPAC NA members with a list of new members to whom packages have been distributed.

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Appendix III: Finance Committee

Purpose:	To monitor and interpret the financial status of IPAC NA to the membership
Composition:	Treasurer (Chair) President (ex-officio) Two active members
Terms of Appointment:	By virtue of elected position or 2 year renewable. Refer to Sections 3.1 and 5.1.
Frequency of Meetings:	Twice yearly and as required
Functions:	<ol style="list-style-type: none">1. Reviews the financial status of IPAC NA annually in January2. Submits the approved annual report to the President for inclusion in the annual report to IPAC Canada3. Submits the annual financial report, GST form, and End of Year financial review to IPAC Canada annually in January4. Provides a semi-annual financial report in June to the membership5. Coordinates the review/revision of the Five Year Financial Strategic Plan in the 1st quarter of each year, and implements the plan6. Prepares an annual budget for the incoming year for presentation to the membership at the November meeting7. Explores investment options and make recommendations to the membership. Invests and manages IPAC NA funds at the direction of the membership8. Reviews requests for financial assistance, including the Education Funding applications, and approves the requests based on eligibility. Reference IPAC NA Education Funding Policy9. Makes recommendations to the membership regarding the disposition and utilization of funds

Appendix IIIA: IPAC NA Five Year Financial Plan

ALLOCATION OF FUNDS FOR FIVE YEARS: 2019 to 2024

Please note that the following numbers are dependent on the facilitation of IPAC-NA fundraising activities. Without fundraising activities to contribute to the budget, the five-year financial plan will not be sustainable.

This budget will be reviewed annually and these estimates are based on anticipated income from IPAC NA Conferences (at minimum every 2 years) as well as the transfer of membership fees from IPAC Canada.

1. Ensure that IPAC NA remains a viable Chapter by assisting with the day to day operational chapter expenses

Estimated Annual Costs: \$200

Estimated 5 Year Cost: \$1,000

2. Provide education incentive / support for current members in good standing of IPAC NA, with priority given to members who have not been funded in the previous years

In order to qualify as a member in good standing, the member must fulfill at least two of the following:

- Be a member of IPAC NA for two consecutive years, including the year of application
- Have regularly attended IPAC NA chapter meetings (present in at least three meetings per calendar year either in person or online)
- Past / present member of the IPAC NA Executive Committee
- Have presented a topic in the IPAC NA chapter meeting in collaboration with the IPAC Education Committee

Estimated Annual Cost: \$3,200

Estimated 5 Year Cost: \$16,000

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- CBIC Certification / Re-certification \$1,600
 - Provide up to \$400 per year per member upon completion of CBIC certification or re-certification
 - Funding will be limited for each member to once every 5 years

 - Education Funding \$1,600
 - Provide up to \$400 per year per member for any IPC-related educational programs, conferences, or courses
 - It is an expectation that the funded member be present for the duration of the event and be able to prepare a presentation regarding the event at the next chapter meeting
 - Admission costs to any IPAC NA events will not be funded. However, expenses incurred to travel to any IPAC NA events may be considered
3. Provide funds to send the IPAC NA President to the annual IPAC Canada Chapter President's meeting and the IPAC Canada National Educational Conference

Estimated Annual Cost: \$3,500

Estimated 5 Year Cost: \$17,500

4. Provide financial support for organizing and providing IPAC NA Education Conferences.

Initial seed money for planning and booking purposes shall be \$2,000 with any amounts over that requiring membership approval

Estimated per conference cost in the case of a loss (after subtracting total revenue from total expenses): \$1,250

IPAC NA Education Conferences will be held at minimum every two years

Appendix III B: Application Form Request for Education Funding Reimbursement

Please submit this form to the current IPAC NA Treasurer.

Name:	Position:
Professional Designation:	IPAC-NA Member #:
Mailing Address:	
Phone:	Email:
Employer / Facility:	

Eligibility Criteria:

1. The applicant must be an IPAC NA chapter member in good standing. In order to qualify as a member in good standing, the member must fulfill at least two of the following:
 - Be a member of IPAC NA for two consecutive years, including the year of application
 - Have regularly attended IPAC NA chapter meetings (present in at least three meetings per calendar year either in person or online)
 - Past / present member of the IPAC NA Executive Committee
 - Have presented a topic in the IPAC NA chapter meeting in collaboration with the IPAC NA Education Committee
2. The course / conference must provide education and / or training that is IPC related
3. Applicants must declare all current or pending funding overlaps when submitting the application. Applicants who will be receiving funding from another source may not receive additional funding from IPAC NA
4. Reimbursement for an approved grant will occur upon receipt of original receipts, to be submitted within four weeks following the event

Please note that applicants who not have received any funding will be prioritized over applicants who have already received funding in the past.

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I, _____, am requesting the total amount of \$ _____ as a funding reimbursement for the following activity:

- CBIC Certification Exam
- IPC-related Course / Conference: _____
- Others: _____

Funding Specifics and Declaration:

Expense Specifics	
Tuition / Registration	\$
Meals	\$
Transportation, Parking, or Mileage (At Revenue Canada Mileage)	\$
Accommodation	\$
Others	\$
Total:	\$

Funds Paid By:	
Self	\$
Employer	\$
Others	\$ Paid by: _____
	\$ Paid by: _____
Total:	\$

Reimbursement Preference

If successful I prefer:

- Mailed cheque to [insert address]
- E-transfer to [insert e-mail]

I declare that:

- I have not previously received any funding reimbursement from IPAC NA
- I have previously received funding reimbursement from IPAC NA. Details are outlined below:

- By checking this box, I have enclosed an official receipt / statement which proves that I have incurred the expenses for this event and have successfully completed the said activity
- By checking this box, I am agreeing to present to a IPAC NA Chapter Meeting to be scheduled in discussion with the IPAC NA Executive
- By signing this submission, I agree that I have read and complied with the eligibility requirements and that the information I provided is truthful

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Member Signature

Date

To be completed by the IPAC NA Treasurer:

Date request received: _____

Funding amount requested: _____

Has this applicant been previously funded by IPAC-NA?

_____ Yes, the last funding was provided on _____ for _____

_____ No, this is the first time the applicant has applied for funding

Is there an official receipt / statement attached to this request?

_____ Yes

_____ No, explanation: _____

Is the applicant's attendance to the event verified?

_____ Yes, the following person/s have verified the applicant's attendance: _____

_____ No

To be completed after discussion with the IPAC NA Executive:

Date request received: _____

Funding amount approved: _____

Presentation planned: _____

Comments:

IPAC NA President

IPAC NA Treasurer

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Appendix III C: Bank Signatory Changeover Form

Form completed by: _____

Date: _____

#1. Names of current IPAC NA members with designated signing authority for financial transactions:

-
-
-

#2. Names of current IPAC NA members with designated signing authority for financial transactions to be removed as approved signatories:

-
-
-

#3. Names of current IPAC NA Executive members to be added to the designated signing authority list.

As reflected in the attached minutes, we the registered Members of IPAC Northern Alberta authorize the following Executive Members to assume signing authority for financial transactions for IPAC NA beginning _____.

Name	Position	Signature	Contact Information

Note: IPAC NA meeting minutes are attached as proof that the information stated above is accurate and approved by the committee.

Appendix IIID: End of Year Chapter Financial Review

This is an audit performed by non-executive IPAC-NA chapter members at the end of the fiscal year. The check list is derived from the terms of reference of IPAC Canada. A copy of this report will be sent out to IPAC National and presented to IPAC NA members as part of Treasurer's report.

The Executive of each Chapter has the responsibility to (1) safeguard the assets of the Chapter and (2) report the assets, liabilities, revenues, and expenditures of the Chapter to the members every fiscal year. Annually, on a timely basis after every fiscal year, the Chapter Members should be presented with the financial information of the Chapter for their review and approval. The type of financial reporting can vary depending on the magnitude of the assets under control of the Chapter and the complexity of the Chapter's operations. For most Chapters, these assets will include available funds in bank accounts and any related short-term investments. Depending on the financial resources available to the Chapter, financial reporting should be prepared preferably by an independent accountant properly certified in the province that the Chapter is located in.

There are different methods of performing quality assurance tests related to the reporting of financial information. The different levels of assurance are summarized below:

1. The highest level of assurance is an audit provided by an independent accountant. An audit provides the Chapter Members with assurance that the financial statements are presented fairly and in accordance to an applicable accounting framework. It involves assessing the system for internal controls, safeguarding the assets, and providing recommendations for improvements of any weaknesses identified. It is completed by following procedures in accordance to accepted accounting principles. This type of audit incurs the highest cost and therefore would only be recommended for Chapters with available financial resources. A Chartered Professional Accountant is required to be engaged to complete the audit
2. The second level of assurance is a review engagement report provided by an independent accountant. It follows the concept of negative assurance, which means that the financial statements will be believed to be accurate if no contrary evidence has been found. This has the second highest cost and would be strongly recommended for all Chapters that have available financial resources and are not conducting an audit report. A Chartered Professional Accountant is required to be engaged to complete the review engagement

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3. The third level of assurance is a Notice to Reader communication. This entails engaging an independent accountant to complete the financial statement but provide no assurance. This would be recommended for Chapters with limited financial resources and sources of revenue.
4. The lowest level of assurance is performing an audit by two or more appointed Chapter Members, other than the Executives. These appointed Chapter Members will review applicable financial records for the fiscal year by going through the checklist provided by the Chapter

Likewise, it is just as important to ensure that each Chapter has controls over the day to day functions of the Chapter. These controls as a minimum should include:

- Annual budget should be prepared by the Chapter Executive and approved by the Chapter Members
- Executives with signing authority should review and support all Chapter expenses and funding before signing every cheque/authorizing electronic transfers. There should be at least three Executives authorized to sign cheques, with two signatures being required on each cheque
- Blank cheques should not pre-signed
- Electronic transfers should be approved by at least one additional signatory prior to release captured by the e-transfer approval request form
- Bank reconciliations are to be completed monthly. Summary of cash received and disbursed should be prepared on a regular basis. This summary would be compared to the annual budget and any variances would be explained
- It is recommended that a consistent recording system for revenues, expenses, GST/HST, and transfer of monies related to chapter business be utilized. This will help to standardize information, minimize the time involved in completing the financial information, and provide continuity when the records are transferred to new Chapter Treasurers

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End of Year Chapter Financial Review: _____

Chapter President: _____
Chapter Past President: _____
Chapter President Elect: _____
Chapter Treasurer: _____

Checklist for chapter-appointed reviewers

- An annual budget is prepared by the Executive and approved by Chapter membership.
- Two signatures on every cheque, with cheque signatories reviewing and initially supporting documentation as evidence of their review.
- Approval forms are completed for one-signature cheques within the limits of the maximum amount.
- Approval forms are completed for e-transfers within the limits of the maximum amount.
- Blank cheques are not pre-signed and Bank reconciliations are completed on a monthly basis.
- A summary of cash received and disbursed with a comparison to the annual budget and variances is prepared regularly, i.e., monthly or quarterly, depending on the wishes of the Chapter; provided to the Executive for review and approval.
- An annual financial statement is provided to membership in a timely manner after the end of the fiscal period, i.e., within 60 days.
- An accounting ledger template provided by IPAC Canada is utilized to provide continuity of information transfer to new Treasurers. Backups are made regularly, i.e., minimum of weekly.
- IPAC Canada Form 14 is completed and forward to IPAC Canada no later than by the end of Jan of the New Year.
- A GST/HST report is forwarded to Canada Revenue Agency, with a copy to IPAC Canada. This is completed no later than by the end of February of the new year.
- Financial records are kept for a period of seven years in a safe archival manner both on a USB flash Drive as well as G-drive.
- Audited/reviewed financial statements, minutes and ongoing contracts are kept for the life of the Chapter.

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Auditor's comments

We, the Auditors, certify that the numbers and processes have been reviewed and found to be without error or inconsistencies and that they follow all IPAC Canada and Chapter finance and record policies.

Auditor 1:

(Name)	(Signature)	(Date)
--------	-------------	--------

Auditor 2:

(Name)	(Signature)	(Date)
--------	-------------	--------

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Appendix IV: Education Committee

Purpose:	To identify the educational needs of the membership To coordinate the education programs presented or sponsored by IPAC NA
Composition:	Chair (elected by membership) Two current active members Ad hoc members as required (including physician members)
Terms of Appointment:	By virtue of elected position or 2 year renewable. Refer to Section 4.1.2 and 4.3.5.
Frequency of meeting:	Quarterly and as needed
Function:	<ol style="list-style-type: none">1. Solicits IPC/E education needs from members by October 31 for the incoming year2. Distributes an education calendar in December3. Plans for and arranges education sessions for each business meeting based on the solicited education needs4. Notifies members of IPC/E related non-chapter workshops, seminars, and conferences5. Keeps abreast of IPAC Canada annual conference planning and advises membership as appropriate6. Coordinates arrangements for workshops or seminars presented or sponsored by IPAC NA7. Coordinates the development of the Scientific Committee for the bi-annual education conference hosted by IPAC NA

Appendix V: Nominating Committee

Purpose: Select candidates for each Executive vacancy

Composition: Past President (Chair)
Two current active members
Secretary (ex-officio)

Terms of Appointment: By virtue of position and one year term. Refer to Section 5.1

Frequency of Meetings: As required

Functions:

1. The Nominating Committee, chaired by the Past-President, shall present a slate of candidates to the membership in October.
2. At least one candidate, who is an active member, shall be selected for each vacant position.
3. Any two current active members may submit a nomination in addition to the slate of candidates presented by the Nominating Committee.
4. Any two current active members may submit a nomination in addition to the slate of candidates presented by the Nominating Committee.
5. If more than one member is nominated for any position, the Nominating Committee shall prepare a ballot for the election.
6. The slate of candidates will be announced to membership along with an invitation to submit additional nominations no later than the end of one week prior to the meeting where elections will take place.
7. The Chair of the Nominating Committee plus one current active member shall count the ballots. The candidate receiving the highest number of votes shall be declared elected. In the event of a tie, a second ballot will be held.
8. In the case that there is no candidate for a position, the current incumbent will be asked to remain for an additional period of time until a replacement can be found.

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Appendix VI: Proxy Voting Form



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PROXY VOTE

I, _____ (IPAC NA member) hereby appoint _____
(IPAC NA member) as my proxy.

The above named proxy has the full power of substitution to attend the business meeting in my place and to vote for me on all issues associated with the business of IPAC Northern Alberta.

Please submit completed form to the IPAC NA Secretary via email or fax by 1000h on the morning of the scheduled business meeting or completed form can be presented by the proxy holder to the Secretary immediately prior to the meeting. If the Secretary is not at the meeting in person, the form will be submitted to the President.

Unless otherwise indicated below, the proxy holder may exercise discretion in voting for or against any resolution at the IPAC NA meeting on _____.

Issues	Vote for	Vote Against	Abstain

Submitted by: _____

Date submitted to Secretary: _____

Date receipt of proxy confirmed by Secretary: _____

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Appendix VII: Nomination Form



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NOMINATION FORM

To nominate an individual please complete this form and return by fax or email to chapter President-elect.

Name of IPAC NA voting member #1: _____ Membership number _____

Name of IPAC NA voting member #2: _____ Membership number _____

We, as registered Voting Members of IPAC Northern Alberta, wish to nominate the following person for election to the Board of Directors of IPAC Canada for the position of: _____.

Candidate name _____

Phone number _____

Email address _____

- Consent -

We, the undersigned, have also contacted and advised the nominee that he/she has been nominated as a candidate for election to the Executive Board of IPAC NA, and that, if elected, he/she consents to so act.

Member Signature #1

Date

Member Signature #2

Date