

*IPAC NORTHERN ALBERTA*

*TERMS OF REFERENCE*

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**IPAC Northern Alberta (NA) Chapter**

**Terms of Reference**

# Name and Endorsement

The name of the organization shall be IPAC Northern Alberta, hereafter referred to as IPAC NA.

IPAC NA is endorsed by IPAC Canada and is organized in accordance with the rules and regulations established by IPAC Canada without conflict to IPAC Canada By-laws or policy.

# Purpose and Objectives

## Purpose

To provide a professional organization that promotes the general and specific goals and functions of IPAC Canada, and enhances the specialty practice of infection prevention and control or epidemiology (IPC/E) practice.

## Objectives

### To facilitate effective communication among those engaged in IPC/E practice

### To promote and facilitate education in the field of IPC/E

### To support the development of costeffective and rational IPC/E practices

### To encourage standardization and critical evaluation of IPC/E practices

### To promote research in practices and procedures related to IPC/E

### To promote IPC/E across the continuum of care and to allied health professionals

### To promote consumer awarenessof IPC/E within the community

### To support individual IPAC NA members in their professional development in the field of IPC/E

# Membership

## IPAC-NA Membership

### To be eligible for IPAC NA membership, an individual must be a member of the national organization IPAC Canada

### An individual’s membership category (i.e. Voting or Non-voting) must be the same at both IPAC Canada and IPAC NA

### IPAC NA membership is non-transferable

### Membership year shall be 12 months from date membership is processed by IPAC Canada

### 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 membership registration information and required to be a registered member of IPAC Canada

## Membership Categories

The following shall be categories of membership for IPAC NA:

### Active/Professional: Individuals occupationally or professionally involved in the practice of IPC/E with current fees paid. Active members may attend meetings, vote, hold office, and serve on committees. This category also includes Industry / Business members who are directly responsible for products and services related to Infection Prevention and Control. This voting membership entitles the member to receive the Canadian Journal of Infection Control and other communication from IPAC Canada as well as receive the member rate at the annual IPAC Canada conference

### Silver: Retired member who is no longer employed and is not seeking employment and have paid Retired Member category fees to IPAC Canada. This non-voting membership entitles the member to receive the Canadian Journal of Infection Control and other communication from IPAC Canada. This member is also entitled to receive the member rate at the annual IPAC Canada conference

## Membership Fees

### The amount payable in annual fees will be determined yearly by IPAC Canada. Chapter fees will be collected by the IPAC Canada Membership Service. Chapter fees per member are returned to the designated chapter. GST is not applicable to national or Chapter fees

### A refund of fees will not be issued after 30 days of receipt

### Members will be removed from the IPAC Northern Alberta mailing list 3 months after the individual expiry date or at the request of the member

# Chapter Policies

## The fiscal year of the Chapter is January 01 to December 31

## Minutes of the Chapter meetings shall be distributed to members via email

## Correspondence and financial records shall be kept for a minimum of seven (7) years

## Audited financial statements, minutes and contracts are to be kept for the life of the Chapter

# Executive Positions

The membership shall elect a President, President-elect, Treasurer, Secretary, Webmaster and Education Committee Chair who shall act as the Executive for IPAC NA, along with the most recent Past-President. Associate members shall fill no more than one Executive position for any term.

## Terms of Office

The term for members of the Executive shall be:

### President shall serve for a one-year term

### President-elect shall serve for a one-year term

### Secretary, Treasurer, Webmaster and Education Committee Chair shall serve for a two-year term

### Secretary and Education Committee Chair shall be elected at every second election alternating yearly with the election of the Treasurer

### Past President shall serve for 1 year

### All executive members are eligible for nomination and re-election

## Duties of the Executive

### To direct, manage, operate and govern the local chapter, and all their actions shall be subject to approval by the membership

### Prepares incoming members of the Executive

### Establishes a Strategic Plan annually to be presented to and approved by the membership at the November meeting. Strategic planning is coordinated by the Past-President

### The executive members shall annually appoint 2 members of the executive to have co-signing authority for Financial Transactions with the Treasurer (Appendix IIIC)

### See Appendix I for the Duties timetable

## Duties of the Officers

### President

#### Is responsible for the general management and direction of IPAC NA and is the spokesperson for the Chapter

#### Chairs all business meetings

#### Prepares agenda for the business meeting and forwards to the Secretary for distribution at least one week in advance of the next meeting

#### Keeps a copy of all minutes and correspondence

#### Serves as an ex-officio member of every IPAC NA committee and advises as appropriate

#### Prepares the President-elect to assume the office of the President including handing over records

#### Arranges for signing authority changes at the financial institution when a new treasurer is elected

#### Delegates responsibility to the Executive and IPAC NA members as appropriate

#### Acts as the liaison between the President-elect of IPAC Canada and IPAC NA and shares all relevant information with membership

#### Obtains the “Dates and Deadlines” submission due-dates from IPAC Canada Membership Services Office as soon as a listing is available from IPAC Canada

#### Prepares an updated list of new Executive members who will take office January 1 of the coming year. Submits the list to IPAC Canada (to both President-elect and Membership Services Office) by November 30

#### Presents the Strategic Plan as established by the Executive for approval by the membership at the November meeting

#### Prepares and presents the IPAC NA Annual Report in December and presents to the membership at the next meeting

#### Submits the IPAC NA Annual Report to IPAC Canada by end of first week in January

#### Attends the IPAC-Canada Chapter Presidents’ meeting held annually during the IPAC-Canada annual conference (financially supported by IPAC NA)

### President-Elect

#### Chairs meetings in the absence of the President

#### Submits items to Membership Services Office of IPAC Canada in accordance with established due-dates

#### Serves as parliamentarian, using the current version of Robert’s Rules of Order

#### Prepares to assume the office of Presidency after one year or as required if the President is unable to fulfill his/her term

#### May attend the Chapter Presidents’ meeting at the IPAC-Canada annual conference at his/her own expense

#### Coordinates the bi-annual review of Chapter Terms of Reference by January 31 for approval by membership at the subsequent meeting

#### Coordinates the annual review of the New Member’s Package (see Appendix II) with the Secretary by January 31

#### See Appendix I for the Duties Timetable

### Secretary / Membership Director

#### Assists with preparation of the agenda. Distributes agenda, minutes, and enclosures prior to Chapter business meetings

#### Maintains accurate minutes for IPAC NA business meetings

#### Keeps a list of current paid members (available from the IPAC Canada) for the purpose of distributions/mailings

#### Distributes minutes and correspondence to paidmembers in a timely fashion

#### Maintains accurate and up-to-date records of all IPAC NA correspondence

#### Assists the President-elect with the update of the New Member Package (Appendix II) by January 31

#### Books and arranges the luncheon meeting(s) each year

#### See Appendix I for Duties Timetable

### Treasurer

#### Maintains financial records and appropriate documentation of all transactions

#### Receives IPAC NA membership fees from IPAC Canada

#### Files the annual GST Rebate with Revenue Canada (refer to IPAC Canada Information Package for Chapter Treasurer)

#### Forwards any donation given to IPAC NA to IPAC Canada to be receipted at the national level

#### Chairs the Finance Committee (FC). Refer to Appendix III

#### Submits the Annual Financial Report, GST Form, and End-of-Year Financial Review to IPAC Canada annually in January. Provides a Semi-Annual Financial Report in June and an Annual Report at the start of the next year end to the membership

#### In conjunction with the Finance Committee, prepares IPAC NA Annual Budget for all activities associated with IPAC NA for presentation at the November meeting

#### In conjunction with the Finance Committee, coordinates revisions to the Five Year Financial Strategic Plan and submits to the membership for approval in January

#### Receives funds and disperses them at the discretion of IPAC NA membership or Executive

#### All cash withdrawals or disbursements shall require the signature of 2 signing officers (see 5.2.4)

#### Coordinates for signing authority at the financial institution

#### See Appendix 1 for the Duties Timetable

### Education Chair

#### Solicits IPC/E educational needs from members by October 31

#### In conjunction with the Education Committee (Refer to Appendix IV) the Chair prepares a tentative schedule of education sessions based on identified educational needs for the upcoming year for presentation at the November meeting. Distributes the calendar to the membership

#### Plans and arranges education sessions that accompany the business meetings

#### Coordinates arrangements for workshops, seminars or conferences presented or sponsored by the Chapter

#### Notifies members of IPC/E related non-Chapter workshops, seminars and conferences

#### Keeps abreast of annual IPAC Canada Conference planning and advises the membership as appropriate

#### See Appendix 1 for the Duties Timetable

### Past-President

#### Chairs the Nominating Committee. Refer to Appendix

#### Assists the President with the preparation of the IPAC Northern Alberta Annual Report

#### Coordinates annual Strategic Planning beginning in September in preparation for presentation of the Plan at the November meeting

#### See Appendix 1 for the Duties Timetable

### Webmaster

#### Manages the IPAC NA web page on the IPAC Canada website. Provides regular updates on chapter activities, meeting minutes, education presentations, etc. to IPAC Canada webmaster for inclusion on our web page. The web page will include:

1. Storage of past
   * Meeting minutes and agendas
   * Education presentations
   * Content of past Education Conferences
2. Other information to be determined by chapter

#### Stores, upkeeps and maintains the IPAC NA laptop and projector

#### Sets up and hosts the electronic/audio sessions for each meeting/ education session

# Business Meetings

## IPAC NA conducts at least six (6) regular meetings a year hosted by members at rotating sites, with at least one of which will include a social event

## Quorum for the transaction of regular business shall be 15% of active members including a member of the Executive (or designate)

Voting on financial matters that involve a sum greater than $2500.00 or affecting long term investments requires a quorum of 20% of active members including a member of the Executive (or designate).

Once quorum is confirmed a motion may be adopted as determined by a majority vote (50%+1) of the members present or participating via audio/teleconference, email, or proxy.

Items requiring a vote will be identified in the minutes of the previous meeting or with the agenda of the upcoming meeting at which the vote will be taken.

### If a pressing matter presents that is time-sensitive, the Executive may request a vote via email. The quorum numbers outlined above will apply.

### Members may be represented by proxy (that is held by a current active member) if unable to attend the meeting in person or by teleconference at which the vote will be taken

### Proxy voting may be done by print or by email

#### Proxy by print: The proxy form must be presented to the Secretary prior to the start of the business meeting. Refer to Appendix VI: Proxy Voting Form

#### Proxy by email/ fax: Emailed/ faxed proxy forms must be sent to the Secretary by 1000h on the morning prior to the vote

## The President, the Executive or any five (5) current paid members shall have the power to call a special meeting of the members when deemed by those members to be in the best interest of the membership

## There shall be either a one-hour education session or organized infection prevention and control rounds held in conjunction with each regular business meeting

# Committees

## Standing IPAC Northern Alberta Committees shall be:

### Finance - See Appendix III

### Education – See Appendix IV

### Nominating - See Appendix V

## Ad hoc committees may be established as necessary (e.g. Conference planning committee, Infection Control Week planning committee)

# Election Procedure

## The Nominating Committee, chaired by the Past-President, shall present a slate of candidates to the membership in October. At least one candidate shall be selected for each vacant position. Refer to Appendix

## Any two current active members may submit a nomination in addition to the slate of candidates presented by the Nominating Committee

## The Nominating Committee will attempt to rotate selection of candidates from sectors across the continuum of health care for the position of President-elect

## If more than one member is nominated for any position, the Nominating Committee shall prepare a ballot for the election to be held at the November meeting

## Voting shall be by secret ballot

## Active and Silver members may vote

## 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

## Proclamation by acclamation shall be accepted

## All elected officers shall assume their offices January 1

# Long Term Investments

## 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

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

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

# Amendments to Terms of Reference

## The Terms of Reference shall be reviewed bi-annually by January 31 or as necessary throughout the year

## The membership shall be given prior notice of proposed changes to the Terms of Reference

## The proposed amendments will be discussed and voted upon at the business meeting following notice of proposed changes

# 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.

# Appendix I: IPAC NA Terms of Reference Duties Timetable

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Executive** | **January** | **February** | **March** | **April** | **May** | **June** | **September** | **October** | **November** | **December** |
| **President** | IPAC-NA Job Descriptions  distributed 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 | Submit Annual Report for approval  Send new Executive list to IPAC Canada by mid – December |
| **President Elect** | Bi-annual review TOR by January 31  Annual review of New Member Package by January 31 |  |  |  |  |  |  | IPC Week |  |  |
| **Past President** | New Executive install by January 1  Submit Annual Report to IPAC by mid – January |  |  |  |  |  | Coordinate Strategic Planning | 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 |  |  |  |  |  |  | IPC Week |  |  |
| **Webmaster** | Update  Website |  | Update  Website |  | Update  Website |  | Update  Website | IPC Week | Update  Website |  |
| **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 Member

1. A letter of invitation to join IPAC Canada and IPAC NA Chapter

2. Chapter education calendar

1. IPAC Canada website information (include the date and location of the upcoming IPAC Canada annual conference)

4. Information regarding infection prevention and control courses available on request

New Member

1. Letter of Introduction from IPAC NA President, to include links to IPAC Canada
2. Membership List – IPAC NA
3. IPAC NA - Executive Members list
4. IPAC NA Terms of Reference
5. IPAC NA meeting times/ places and Education Calendar
6. 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.

# 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: 1. Reviews the financial status of IPAC NA annually in January

1. Submits the approved annual report to the President for inclusion in the annual report to IPAC Canada
2. Submits the annual financial report, GST form, and End of Year financial review to IPAC Canada annually in January
3. Provides a semi-annual financial report in June to the membership
4. Coordinates the review/revision of the Five Year Financial Strategic Plan in the 1st quarter of each year,andimplements the plan
5. Prepares an annual budget for the incoming year for presentation to the membership at the November meeting
6. Explores investment options and make recommendations to the membership. Invests and manages IPAC NA funds at the direction of the membership
7. Reviews requests for financial assistance, including the Education Funding applications, and approves the requests based on eligibility. Reference IPAC NA Education Funding Policy
8. 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**

1. 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**

* 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

1. 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**

1. 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

Revised on: November 2019

## Appendix IIIB: 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

1. The course / conference must provide education and / or training that is IPC related
2. 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
3. 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 has not received any funding will be prioritized over applicants who have already received funding in the past.

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 | |  | Funds Paid By: | |
| Tuition / Registration | $ |  | Self | $ |
| Meals | $ |  | Employer | $ |
| Transportation, Parking, or Mileage (At Revenue Canada Mileage) | $ |  | Others | $  Paid by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $  Paid by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Accommodation | $ |  |
| Others | $ |  |
| Total: | $ |  | Total: | $ |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 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

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **IPAC NA President** | **IPAC NA Treasurer** |

## Appendix IIIC: 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 preforming 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
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. 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
* 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

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 Members
* There are two signatures on every cheque, no matter what size
* Blank cheques are not pre-signed
* Bank reconciliations are completed monthly
* 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
* A consistent account recording system is utilized to provide continuity of information transfer to new Chapter Treasurers. Backups are made regularly
* IPAC Canada Form 14 is completed and forward to IPAC Canada no later than the end of January
* A GST/HST report is forwarded to Canada Revenue Agency, with a copy to IPAC Canada. This is completed before the end of January
* Financial records are kept for a period of seven years in a safe archival manner
* Audited / reviewed financial statements, minutes, and ongoing contracts are kept for the life of the Chapter
* A Bank Signatory Changeover Form for the new Executive has been completed as required

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)

# 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 paid 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: 1. Solicits IPC/E education needs from members by October 31for

the incoming year

1. Distributes an education calendar in December
2. Plans for and arranges education sessions for each business meeting based on the solicited education needs
3. Notifies members of IPC/E related non-chapter workshops, seminars, and conferences
4. Keeps abreast of IPAC Canada annual conference planning and advises membership as appropriate
5. Coordinates arrangements for workshops or seminars presented or sponsored by IPAC NA
6. 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 paid 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. Selects at least one suitable candidate to fill each Executive

vacancy

1. Ensures that all candidates are active members.
2. Contacts each candidate for permission to let her/his name stand for office
3. Prepares slate of candidates for presentation to members in the fall
4. Prepares ballot for election at the Novembermeeting

Refer to Section 8.0 - Election Procedure

# Appendix VI: Proxy Voting Form



**IPAC Northern Alberta**

**A Chapter of Infection Prevention and Control (IPAC) Canada**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix VII: Nomination Form



**IPAC Northern Alberta**

**A Chapter of Infection Prevention and Control (IPAC) Canada**

**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 |