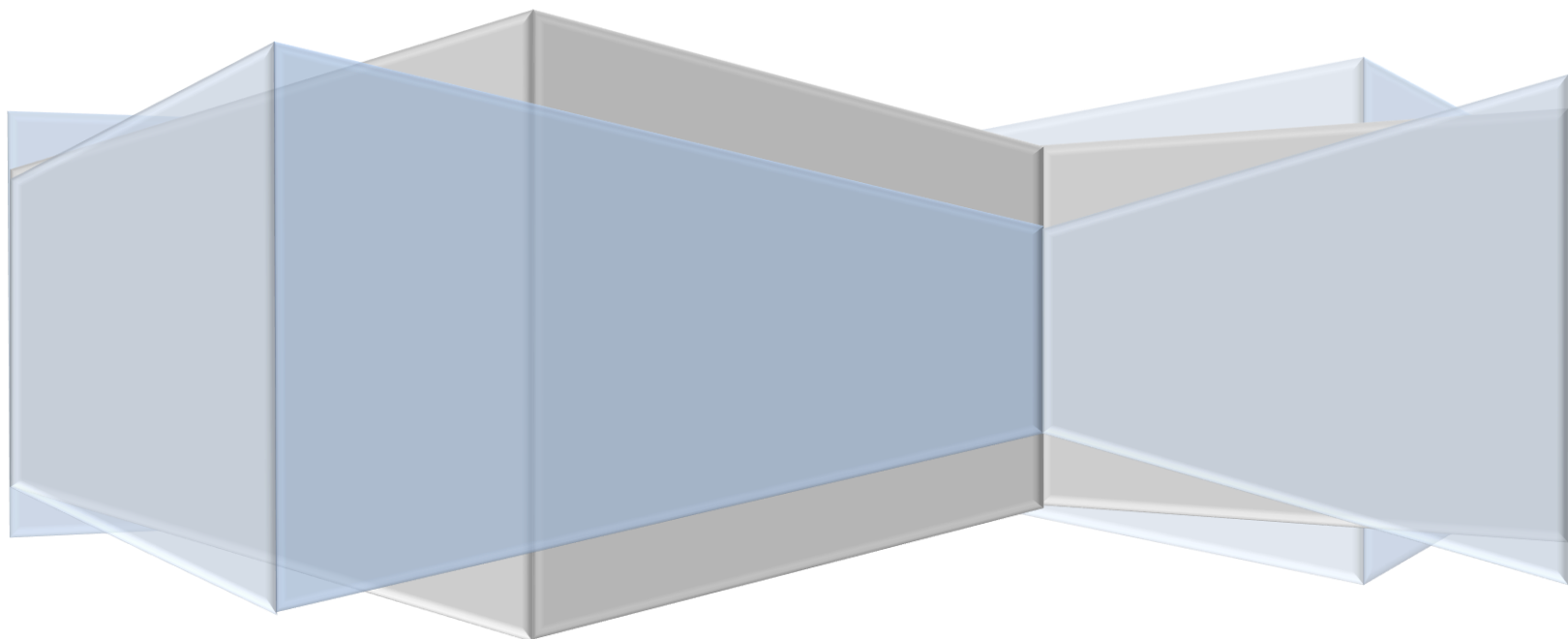




INFECTION PREVENTION AND CONTROL NORTHERN ALBERTA

IPAC NA

Terms of Reference 2016



IPAC Northern Alberta (NA) Chapter Terms of Reference

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1.0 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.

2.0 Purpose and Objectives

2.1 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.

2.2 Objectives

- 2.2.1 To facilitate effective communication among those engaged in IPC/E practice
- 2.2.2 To promote and facilitate education in the field of IPC/E
- 2.2.3 To support the development of cost effective and rational IPC/E practices
- 2.2.4 To encourage standardization and critical evaluation of IPC/E practices
- 2.2.5 To promote research in practices and procedures related to IPC/E
- 2.2.6 To promote IPC/E across the continuum of care and to allied health professionals
- 2.2.7 To promote consumer awareness of IPC/E within the community
- 2.2.8 To support individual IPAC NA members in their professional development in the field of IPC/E

3.0 Membership

3.1 IPAC-NA Membership

- 3.1.1 To be eligible for IPAC NA membership, an individual must be a member of the national organization IPAC Canada
- 3.1.2 An individual's membership category (i.e. Voting or Non-voting) must be the same at both IPAC Canada and IPAC NA
- 3.1.3 IPAC NA membership is non-transferable
- 3.1.4 Membership year shall be 12 months from date membership is processed by IPAC Canada
- 3.1.5 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

3.2 Membership Categories

The following shall be categories of membership for IPAC NA:

3.2.1 Active/Professional: Individuals occupationally or professionally involved in the practice of IPC/E with current fees paid. Active members may attend meetings, may 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

3.3.2 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.

3.3 Membership Fees

3.3.1 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.

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

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

4.0 Chapter Policies

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

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

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

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

5.0 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.

5.1 Terms of Office

The term for members of the Executive shall be:

5.1.1 President shall serve for a one-year term

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

- 5.1.3 Secretary, Treasurer, Webmaster and Education Committee Chair shall serve for a two-year term
- 5.1.4 Secretary and Education Committee Chair shall be elected at every second election alternating yearly with the election of the Treasurer
- 5.1.5 Past President shall serve for 1 year
- 5.1.6 All executive members are eligible for nomination and re-election

5.2 Duties of the Executive

- 5.2.1 To direct, manage, operate and govern the local chapter, and all their actions shall be subject to approval by the membership
- 5.2.2 Prepares incoming members of the Executive
- 5.2.3 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
- 5.2.4 The Executive members shall annually appoint 2 members of the executive to have co-Signing authority for Financial Transactions with the Treasurer
- 5.2.5 See Appendix I for the Duties timetable

5.3 Duties of the Officers

5.3.1 President

- 5.3.1.1 Is responsible for the general management and direction of IPAC NA and is the spokesperson for the Chapter
- 5.3.1.2 Chairs all business meetings
- 5.3.1.3 Prepares agenda for the business meeting and forwards to the Secretary for distribution at least one week in advance of the next meeting
- 5.3.1.4 Keeps a copy of all minutes and correspondence
- 5.3.1.5 Serves as an ex-officio member of every IPAC NA committee and advises as appropriate
- 5.3.1.6 Prepares the President-elect to assume the office of the President including handing over records
- 5.3.1.7 Arranges for signing authority changes at the financial institution when a new treasurer is elected
- 5.3.1.8 Delegates responsibility to the Executive and IPAC NA members as appropriate
- 5.3.1.9 Acts as the liaison between the President-elect of IPAC Canada and IPAC NA and shares all relevant information with membership
- 5.3.1.10 Obtains the “Dates and Deadlines” submission due-dates from IPAC Canada Membership Services Office as soon as a listing is available from IPAC Canada

- 5.3.1.11 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
- 5.3.1.12 Presents the Strategic Plan as established by the Executive for approval by the membership at the November meeting
- 5.3.1.13 Prepares and presents the IPAC NA Annual Report in December and presents to the membership at the next meeting
- 5.3.1.14 Submits the IPAC NA Annual Report to IPAC Canada by end of first week in January
- 5.3.1.15 Attends the IPAC-Canada Chapter Presidents' meeting held annually during the IPAC-Canada annual conference (financially supported by IPAC NA)

5.3.2 President- elect

- 5.3.2.1 Chairs meetings in the absence of the President
- 5.3.2.2 Submits items to Membership Services Office of IPAC Canada in accordance with established due-dates
- 5.3.2.3 Serves as parliamentarian, using the current version of Robert's Rules of Order
- 5.3.2.4 Prepares to assume the office of Presidency after one year or as required if the President is unable to fulfill his/her term
- 5.3.2.5 May attend the Chapter Presidents' meeting at the IPAC-Canada annual conference at his/her own expense
- 5.3.2.6 Coordinates the bi-annual review of Chapter Terms of Reference by January 31 for approval by membership at the subsequent meeting
- 5.3.2.7 Coordinates the annual review of the New Member's Package (see Appendix II) with the Secretary by January 31
- 5.3.2.8 See Appendix I for the Duties Timetable

5.3.3 Secretary / Membership Director

- 5.3.3.1 Assists with preparation of the agenda. Distributes agenda, minutes, and enclosures prior to Chapter business meetings
- 5.3.3.2 Maintains accurate minutes for IPAC NA business meetings
- 5.3.3.3 Keeps a list of current paid members (available from the IPAC Canada) for the purpose of distributions/mailings
- 5.3.3.4 Distributes minutes and correspondence to paid members in a timely fashion
- 5.3.3.5 Maintains accurate and up-to-date records of all IPAC NA correspondence
- 5.3.3.6 Assists the President-elect with the update of the New Member Package (Appendix II) by January 31
- 5.3.3.7 Books and arranges the luncheon meeting(s) each year
- 5.3.3.8 See Appendix I for Duties Timetable

5.3.4 Treasurer

- 5.3.4.1 Maintains financial records and appropriate documentation of all transactions
- 5.3.4.2 Receives IPAC NA membership fees from IPAC Canada
- 5.3.4.3 Files the annual GST Rebate with Revenue Canada (refer to IPAC Canada Information Package for Chapter Treasurer)
- 5.3.4.4 Forwards any donation given to IPAC NA to IPAC Canada to be receipted at the national level
- 5.3.4.5 Chairs the Finance Committee (FC). Refer to Appendix III
- 5.3.4.6 In conjunction with the Finance Committee, prepares a semi-annual report in June and an annual report by the end of November for presentation to and approval of IPAC NA membership. Submits the approved annual financial report to IPAC Canada no later than January 31
- 5.3.4.7 In conjunction with the Finance Committee, prepares IPAC NA Annual Budget for all activities associated with IPAC NA for presentation at the November meeting
- 5.3.4.8 In conjunction with the Finance Committee coordinates revisions to the Five Year Financial Strategic Plan and submits to the membership for approval in January. Refer to Appendix IV
- 5.3.4.9 Receives funds and disperses them at the discretion of IPAC NA membership or Executive
- 5.3.4.10 All cash withdrawals or disbursements shall require the signature of two signing officers (see 5.2.4).
- 5.3.4.11 Coordinates for signing authority at the financial institution.
- 5.3.4.12 See Appendix 1 for the Duties Timetable

5.3.5 Education Chair

- 5.3.5.1 Solicits IPC/E educational needs from members by October 31
- 5.3.5.2 In conjunction with the Education Committee (Refer to Appendix V) 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
- 5.3.5.3 Plans and arranges education sessions that accompany the business meetings
- 5.3.5.4 Coordinates arrangements for workshops, seminars or conferences presented or sponsored by the Chapter
- 5.3.5.5 Notifies members of IPC/E related non-Chapter workshops, seminars and conferences
- 5.3.5.6 Keeps abreast of annual IPAC Canada Conference planning and advises the membership as appropriate
- 5.3.5.6 See Appendix 1 for the Duties Timetable

5.3.6 Past-President

- 5.3.6.1 Chairs the Nominating Committee. Refer to Appendix VI
- 5.3.6.2 Assists the President with the preparation of the IPAC Northern Alberta Annual Report
- 5.3.6.3 Coordinates annual Strategic Planning beginning in September in preparation for presentation of the Plan at the November meeting
- 5.3.6.4 See Appendix 1 for the Duties Timetable

5.3.7 Webmaster

- 5.3.7.1 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:
 - a. Storage of past;
 - Meeting minutes and agendas
 - Education presentations
 - Content of past Education Conferences
 - b. Other information to be determined by chapter
- 5.3.7.2 Stores, upkeeps and maintains the IPAC NA laptop and projector
- 5.3.7.3 Sets up and hosts the electronic/audio sessions for each meeting/ education session

6.0 Business Meetings

- 6.1 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
- 6.2 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.

- 6.2.1 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.
- 6.2.2 Proxy voting may be done by print or by email.
 - 6.2.2.1 Proxy by print: The proxy form must be presented to the Secretary prior to the start of the business meeting. Refer to Appendix VIII: Proxy Voting Form .
 - 6.2.2.2 Proxy by email/ fax: Emailed/ faxed proxy forms must be sent to the Secretary by 1000h on the morning prior to the vote.
- 6.3** 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.
- 6.4 There shall be either a one-hour education session or organized infection prevention and control rounds held in conjunction with each regular business meeting.

7.0 Committees

7.1 Standing IPAC Northern Alberta Committees shall be:

- 7.1.1 Finance - See Appendix III
- 7.1.2 Education - See Appendix V.
- 7.1.3 Nominating - See
Appendix VI: **IPAC-NA Education Funding Policy**

IPAC-NA education and training funding will be provided to members who meet the following criteria:

Membership

- Must be member in good standing for the year in which the request is made.

Course eligibility

- Course must provide education and/or training that will increase the member's professional ability to enhance the infection prevention and control services provided.

Selection process

- A written request for funding shall be submitted to the IPAC-NA finance committee (current IPAC-NA president, treasurer and 2 chapter members)
- Committee will approve requests based upon eligibility criteria
- Consideration will be given to:
 - Applicants who have not received funding from IPAC-NA in the past year
 - Applicants who have shown active involvement with IPAC-NA or IPAC Canada
- Request to be received 2 months prior to event

Funding Specifics

- IPAC-NA will allocate a maximum of \$5000.00 per year to funding grants.
- Members will be eligible to receive funding once every calendar year to a maximum of \$400.00 per member.
- IPAC-NA will not accept requests for duplicate funding. Applicants must declare all current or pending funding overlaps when submitting applications.
- Reimbursement for an approved grant will not occur without the submission of original receipts, to be submitted 2-4 weeks following event.

Grant Reporting

- IPAC-NA Treasurer will report all approved grants as part of the financial statements on a quarterly basis.

Originally approved: March 2012
Revised and updated: April 2015

Appendix VI.

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

8.0 Election Procedure

- 8.1 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 VII.
- 8.2 Any two current active members may submit a nomination in addition to the slate of candidates presented by the Nominating Committee
- 8.3 The Nominating Committee will attempt to rotate selection of candidates from sectors across the continuum of health care for the position of President-elect
- 8.4 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
- 8.5 Voting shall be by secret ballot
- 8.6 Active and Silver members may vote

- 8.7 The Chair of the Nominating Committee plus one current active member shall count the ballots
- 8.8 The candidate receiving the highest number of votes shall be declared elected. In the event of a tie, a second ballot will be held
- 8.9 Proclamation by acclamation shall be accepted
- 8.10 All elected officers shall assume their offices January 1

9.0 Long Term Investments

- 9.1 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
- 9.2 The finance committee members include the current president and treasurer along with two active members of the association
- 9.3 All changes must be voted on and approved by the membership

10.0 Amendments to Terms of Reference

- 10.1 The Terms of Reference shall be reviewed bi-annually by January 31 or as necessary throughout the year
- 10.2 Prior notice will be given to the membership of proposed changes to the Terms of Reference
- 10.3 The proposed amendments will be discussed and voted upon at the business meeting following notice of proposed changes

11.0 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.
- August, 2016 by Jane Graff, Lee Hanna, Tiffany Herrick, Melissa Kastelic

Appendix I: IPAC NA Terms of Reference Duties Timetable

Executive	Jan	Feb	Mar	Apr	May	Jun	Sept	Oct	Nov	Dec
President	IPAC-NA job descriptions distributed by Jan 31			Review 5 yr 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 by mid-Dec
President Elect	Bi-annual review TOR by Jan 31. Annual review of New Member Package by Jan 31							IPC Week		
Past President	New Exec install Jan 1 Submit Annual Report to IPAC by mid-Jan .						Coordinate Strategic Planning	IPC Week Submit slate of candidates	Elections: prepare ballots	
Treasurer	Submit Annual Financial Report to membership for approval Financial Annual Report to IPAC by Jan. 31			With Finance Committee: Review 5 yr Financial Strategic Plan and financial status		Semi-annual financial report		IPC Week	Present Annual Budget for approval	
Secretary	Annual review of New Member Package by Jan 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 Oct 31	Present tentative education schedule	
IPAC Standing Committees						Present Annual Reports		IPC Week		

Note: IPAC = IPAC Canada

Appendix II: New Member Package

Prospective Member

1. A letter of invitation to join IPAC Canada and IPAC NA Chapter.
2. Chapter education calendar
3. 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:	<ol style="list-style-type: none">1. Reviews the financial status of IPAC NA annually in January.2. Provides a semi-annual financial statement in June and an annual report at year end to the membership. Submits the approved annual report to the President for inclusion in the Annual Report to IPAC Canada.3. Coordinates the review/revision of the Five Year Financial Strategic Plan in the 1st quarter of each year, and implements the plan. Refer to Appendix IV.4. Prepares an annual budget for the incoming year for presentation to the membership at the November meeting.5. Explores investment options and make recommendations to the membership. Invests and manages IPAC NA funds at the direction of the membership.6. Reviews requests for financial assistance, including the Education Funding applications, and approves the requests based on eligibility. Reference IPAC NA Education Funding Policy (<i>Appendix VI</i>)7. Makes recommendations to the membership regarding the disposition and utilization of funds.

Appendix IV: IPAC NA Five Year Financial Plan

ALLOCATION OF FUNDS FOR FIVE YEARS: 2012 to 2017

1. Ensure that IPAC NA remains a viable Chapter; assist with the day to day operational expenses, over and above the funds collected from membership fees.
Estimated Annual Costs:
 - Information Technology \$650
 - Other \$1,0005 Year Cost: \$8,250

2. Provide education incentive/support to current paid members of the IPAC NA. Provide up to \$400.00/year/member upon completion of CBIC certification or re-certification, or relevant educational programs and courses e.g. Infection Control I.
Estimated annual cost: \$1600.00
5 Year Cost: \$8,000.00

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 - \$4,000
5 Year Cost: \$20,000

4. Donate funds to IPAC Canada in the amount and designation to be determined by the membership when/as requested by IPAC Canada.

5. Provide funds allocated to future IPAC NA projects or educational endeavors for the Chapter members (including Chapter Achievement).

6. Fund for Infection Prevention and Control Week endeavors/promotional items, including charitable donations (to be determined annually by the membership).

7. Fund current paid members to attend meetings or conferences pertinent to their committee activities. To be granted only with the consensus of the membership.

8. Provide financial support for the biannual IPAC NA Education conference.
Cost: \$2,500

April 9, 2008.
Reaffirmed in 2014.
Revised October 2014.

Appendix V: 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:	<ol style="list-style-type: none">1. Solicits IPC/E education needs from members by October 31 for the incoming year.2. Distributes an education calendar in December.3. Plans for and arranges education sessions for each business meeting based on the solicited education needs.4. Notifies members of IPC/E related non-chapter workshops, seminars, and conferences.5. Keeps abreast of IPAC Canada annual conference planning and advises membership as appropriate.6. Coordinates arrangements for workshops or seminars presented or sponsored by IPAC NA.7. Coordinates the development of the Scientific Committee for the bi-annual education conference hosted by IPAC NA.

Appendix VI: IPAC-NA Education Funding Policy

IPAC-NA education and training funding will be provided to members who meet the following criteria:

Membership

- Must be member in good standing for the year in which the request is made.

Course eligibility

- Course must provide education and/or training that will increase the member's professional ability to enhance the infection prevention and control services provided.

Selection process

- A written request for funding shall be submitted to the IPAC-NA finance committee (current IPAC-NA president, treasurer and 2 chapter members)
- Committee will approve requests based upon eligibility criteria
- Consideration will be given to:
 - Applicants who have not received funding from IPAC-NA in the past year
 - Applicants who have shown active involvement with IPAC-NA or IPAC Canada
- Request to be received 2 months prior to event

Funding Specifics

- IPAC-NA will allocate a maximum of \$5000.00 per year to funding grants.
- Members will be eligible to receive funding once every calendar year to a maximum of \$400.00 per member.
- IPAC-NA will not accept requests for duplicate funding. Applicants must declare all current or pending funding overlaps when submitting applications.
- Reimbursement for an approved grant will not occur without the submission of original receipts, to be submitted 2-4 weeks following event.

Grant Reporting

- IPAC-NA Treasurer will report all approved grants as part of the financial statements on a quarterly basis.

Originally approved: March 2012
Revised and updated: April 2015

Appendix VII: 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:	<ol style="list-style-type: none">1. Selects at least one suitable candidate to fill each Executive vacancy.2. Ensures that all candidates are active members.3. Contacts each candidate for permission to let her/his name stand for office.4. Prepares slate of candidates for presentation to members in the fall.5. Prepares ballot for election at the November meeting. <p>Refer to Section 8.0 - Election Procedure.</p>

Appendix VIII: 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 _____ (date).

Issues	Vote for	Vote against	Abstain
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	

Submitted by: _____

Date submitted to Secretary: _____

Date receipt of proxy confirmed by Secretary: _____

Appendix IX: Nomination Form

IPAC Northern Alberta
A Chapter of Infection Prevention and Control (IPAC) Canada

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 _____
	(please print)	
Name of IPAC NA voting member #2:	_____	Membership number _____
	(please print)	
<p>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: _____.</p>		
Candidate name:	_____	
(please print)		
Phone Number:	_____	
Email address:	_____	

-Consent-	
<p>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.</p>	
_____ Signature #1	_____ Date:
_____ Signature #2	_____ Date: