

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	IPAC Canada Liaison	ORIGINATED:	2000 September
TITLE:	CHAPTER REPRESENTATION	REVISED:	13Nov, 15Jun, 17Jun
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PURPOSE

To function as a link between chapter members and IPAC Canada core committees and interest groups.

POLICY

1. There will be a call for eligible interest group chapter representatives at the annual general meeting.
2. Persons interested in serving in this capacity will inform the chapter President–elect / Past-president prior to the annual general meeting.
3. The Executive will review, and possibly terminate, an appointment should the representative not meet the responsibilities.
4. Where no chapter member is appointed to a committee, the chapter President shall function in that capacity.
5. The chapter President, Treasurer, Membership Director and Education Director are automatically appointed to IPAC Canada committees by virtue of their position.
6. The President will notify the IPAC Canada Membership Services Office in December of the Chapter Representatives for the following year.

TERM

The term of chapter representatives is three (3) calendar years, commencing in January.

ELIGIBILITY CRITERIA

All chapter representatives will be current IPAC EO members.

FUNCTION

1. Chapter Representatives:
 - a) Convey information about committee and interest group activities and progress to chapter members.
 - b) Solicit feedback/input from chapter members and submit to IPAC Canada Committee/interest group Chairs.
 - c) Review minutes and assist in agenda development.
 - d) Assist in the promotion of IPAC Canada.
 - e) Perform specific tasks as assigned by committee/interest group.
 - f) Attend a meeting once a year, as scheduled, if attending the IPAC Canada national conference.
 - g) If the Chapter Representative is not attending the national conference, the chapter President or delegate is requested to attend.
2. Reporting to IPAC EO members:
 - a) Committee/interest group reports will be an agenda item at the June and November chapter meetings.
 - b) The Chapter Representative will report on the committee/interest group activities and results, contacting the chair if necessary to obtain the information.
 - c) Report will be in writing (paper or email), to assist the secretary to include the information in the minutes. Committee/interest group minutes will be distributed to all IPAC EO members.
 - d) If the Chapter Representative needs specific feedback from the chapter members, the President will be notified so that adequate time is allocated on the agenda.
 - e) If the Chapter Representative is unable to attend the meeting the report will be submitted to another member for presentation.

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REFERENCES

1. IPAC-Canada policy 4.10 (<http://www.ipac-canada.org/Members/policies/4-10.pdf>)
2. IPAC-Canada policy 5-0 (<http://www.ipac-canada.org/Members/policies/5-0.pdf>)
3. IPAC-Canada policy 8.10 (<http://www.ipac-canada.org/Members/policies/8-10.pdf>).