

### CHAPTER MANUAL TABLE OF CONTENTS

#### TERMS OF REFERENCE

#### POLICIES & PROCEDURES

##### 1. ADMINISTRATIVE

- 1.1 Policy/Procedure Development & Revision
- 1.2 Records Retention & Management/Archives
- 1.3 Membership
- 1.4 Honorary Life Membership - Chapter
- 1.5 Minutes of Meetings
- 1.6 Chapter Website

##### 2. JOB DESCRIPTIONS

- 2.1 President
- 2.2 President-elect
- 2.3 Past-president
- 2.4 Secretary
- 2.5 Treasurer
- 2.6 Membership Director
- 2.7 Administrative Assistant
- 2.8 Archivist
- 2.9 Chapter Webmaster
- 2.10 Award Submission Coordinator
- 2.11 Novice Infection Control Professional (ICP)
- 2.12 Education Director

##### 3. NOMINATIONS & ELECTIONS

- 3.1 Nominating Committee & Form

##### 4. FINANCIAL

- 4.1 Expense Claims & Form
- 4.2 IPAC Canada Annual Conference
- 4.3 Financial Assistance/Sponsorship for Education
- 4.4 Lois Rae Memorial Fund - CIC Funding
- 4.5 Carol Whyman Scholarship Fund
- 4.7 Life Event Recognition

##### 5. EDUCATION

- 5.1 Education Committee
- 5.3 Chapter Educational Events

##### 6. IPAC CANADA LIAISON

- 6.2 Chapter Representation

##### 7. OUTREACH

- 7.1 Cameroon Twinning Project