

CHICA - Simcoe Muskoka

A Chapter of the Community and Hospital Infection Control Association – Canada

TERMS OF REFERENCE

The following terms of reference of this organization support and relate to the By-laws of the Community and Hospital Infection Control Association - Canada (CHICA-Canada).

1. NAME:

- 1.1. The name of this organization is CHICA-Simcoe Muskoka (CHICA-SM), a chartered chapter of CHICA-Canada (May 2011).

2. PURPOSE AND OBJECTIVES:

2.1. Purpose:

To reduce the risk of infection throughout the continuum of care through exchange of knowledge, experience, ideas and information for the prevention and control of infections as well as collaboration and networking among persons interested in Infection Prevention and Control. (IPAC)

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 IPAC Program.
3. To hold multi-disciplinary educational conferences or seminars to update knowledge in IPAC.
4. To support and assist with research/study activities and the publication of results.
5. To identify and compile IPAC measures that have proven effective in specific areas of concern, and standards that maintain safe, effective and quality care.
6. To promote communication with members of the health care team across the continuum of care.
7. To assist individual members in problem solving. To promote community awareness and understanding of the source of infection, the mode of transmission, and the means of control.

3. MEMBERSHIP:

- 3.1. Chapter Members must be members of CHICA-Canada. Chapter dues are payable with CHICA-Canada national membership. A portion of the national membership dues will be reimbursed to the chapter designated by the member CHICA-Canada.
- 3.2. CHICA-SM members are welcome to invite guests to a maximum of two meetings free of charge. Guests wishing to attend subsequent meetings will be provided with a membership form. Chapter dues are set by CHICA-Canada.
- 3.3. The membership year shall be the calendar year.

4. EXECUTIVE:

- 4.1. The executive shall direct, manage, operate, and govern the association, and all their actions shall be subject to approval by the membership.
- 4.2. Details of the executive responsibilities are outlined under CHICA-SM Policies & Procedures (To be developed by executive).
- 4.3. The executive shall consist of: President, President-Elect (when applicable), Past President (when applicable), Secretary, Treasurer / Membership Director, Chapter Webmaster and Education Committee Chair.

5. TERM OF OFFICE:

- 5.1. 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.
- 5.2. All terms commence on January 1. Outgoing executive will coordinate a smooth transition to incumbent.
- 5.3. Should vacancies occur during this term of office, the executive shall fill such vacancies by appointment until the next election is held.

6. ELECTION PROCEDURE:

- 6.1. Only current members of CHICA-Canada and the chapter may be nominated to the executive.
- 6.2. Election of officers by ballot shall be held at the last meeting of the year and will be conducted by the Past President.
- 6.3. Where only one name is presented for any office the nominee is elected by acclamation.

7. MEETINGS:

7.1. Executive Meetings

1. Executive meetings will be held at the call of the chair. There will be a minimum of two meetings held per year. Meetings may also be held by email or teleconference.
2. There must be a simple majority of executive members to hold an executive meeting.
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.
4. A summary of minutes, recommendations and approved motions will be presented at the next Chapter meeting and recorded in the general meeting minutes.

7.2. General Meetings

1. Six meetings will be scheduled each year (frequency – every 2 months).
2. Location may alternate as decided by the membership.
3. Meetings will primarily be held face-to-face with a minimum of 2 per year offered by videoconference.
4. Each meeting will include an educational component.

5. An agenda will be sent to all members two weeks before the regular and annual meetings.
6. Minutes of all regular, annual and special meetings will be kept by the Secretary and dispersed to all members within 2 weeks following the meeting.

8. COMMITTEES:

- 8.1. **Nomination:** Details will be outlined under Chapter Policies and Procedures.
- 8.2. **Education:** Details will be outlined under Chapter Policies and Procedures.
- 8.3. **Ad Hoc:** Ad Hoc Committees may be formed at the discretion of the executive and with the approval of the membership.

9. QUORUM:

- 9.1. A quorum consists of 50% + 1 of membership for both Executive and General Meetings.

10. AMENDMENTS:

- 10.1. These Terms of Reference may be amended at any general meeting by an affirmative vote of the majority of those present, provided that the proposed amendments have been submitted in writing to the membership three (3) weeks prior to the meeting.

11. DISSOLUTION (Reference CHICA By-laws Article 12)

- 11.1. On the winding up or dissolution of the organization, funds or assets remaining after all debts have been paid shall be transferred to CHICA-Canada.

12. DUTIES OF OFFICERS

- 12.1. **President:** The President shall preside at all meetings; shall be an ex-officio member of all committees; shall delegate committee activities; shall, subject to membership approval, appoint committee members; shall represent CHICA-SM at CHICA-Canada meetings and report on these meetings at the next CHICA-SM general meeting; shall prepare a bi-annual report to the Chapter for CHICA-Canada.
- 12.2. **Vice-President (President-elect):** The Vice President shall carry out duties as assigned by the President; shall act in lieu in the absence of the President; shall prepare to assume the office of President.
- 12.3. **Secretary:** The Secretary shall keep a record and minutes of all meetings; shall receive and distribute to the executive copies of all subcommittee and ad hoc committee meetings; shall give required notices to the members; shall issue copies of meeting minutes; shall be custodian of correspondence, books, documents, records and papers belonging to the Chapter; shall, in conjunction with the treasurer/membership director, maintain a current e-mail distribution list.
- 12.4. **Treasurer/Membership Director:** The Treasurer/Membership Director shall keep a full and accurate account of all receipts and disbursements; shall deposit all monies in the name of the Chapter or as designated by the membership; shall prepare an annual statement for the membership; shall make a financial report at Chapter meetings; maintain a current membership list; shall arrange to have the accounts audited as required by the Chapter; shall undertake other duties as assigned by the President; shall be responsible for reporting paid members to the Secretary; shall issue renewal membership notices.

- 12.5. Past President:** The Past President shall act as advisor to the executive committee; shall preside at meetings in the absence of the president and president-elect; shall be an ex-officio member to subcommittee as required; shall act as Chapter archivist and be responsible for: a) collation of information regarding chapter activities; b) submission of the application for the CHICA-Canada Chapter Award on a yearly basis
- 12.6. Education Facilitator:** The Education Facilitator shall form a committee chosen by the membership or executive to determine the educational needs of the chapter; shall formulate objectives for each educational seminar; shall arrange for appropriate workshop/speakers; shall make an annual report to the President for submission to CHICA-Canada.
- 12.7. Chapter Webmaster:** The Webmaster will maintain the CHICA-SM website and liaise with the Webmaster for CHICA-Canada.
- 12.8. Representatives to CHICA-CANADA Interest Groups:** Chapter members will be asked to represent CHICA-SM on various national committees. Examples of such committees are:
- Education
 - Government and Public affairs
 - Membership
 - Programs and Projects
 - Standards and Guidelines
 - Dialysis Interest Group
 - Long Term Care Interest Group
 - Oncology Interest Group
 - Paediatric Interest Group
 - Mental Health Interest Group
 - PreHospital Care Interest Group
 - Healthcare Facility Design and Construction Interest Group
 - Community Health Interest Group
 - Surveillance and Epidemiology Interest Group