

TERMS OF REFERENCE

CHICA-Southern Alberta

1. NAME

The name of the organization shall be CHICA-Southern Alberta (CHICA-SA), hereafter referred to as the Chapter.

2. PURPOSE OF THE CHAPTER

To promote infection prevention and control as a clinical specialty that is an integral part of total health care delivery.

2.1 The goals of the chapter shall be:

- Act as a resource and/or educator for community-based and area health facilities related to infection prevention and control issues.
- Facilitate professional development of chapter members in infection prevention and control.
- Support and participate as a chapter of the Community and Hospital Infection Control Association-Canada (CHICA-Canada).
- Enhance communication among professionals with a common interest in infection prevention and control.

3. MEMBERSHIP

Membership is open to anyone interested in infection prevention and control and who is a member of CHICA Canada. (see membership categories, section 4 below). Members are encouraged to attend meetings and participate in Chapter activities.

4. MEMBERSHIP CATEGORIES

- 4.1 An active member shall be one who pays annual Chapter membership fees to CHICA-Canada. Active membership shall entitle the holder to vote, to hold office in the Chapter, receive minutes, all pertinent Chapter correspondence, and is eligible for financial assistance as outlined in the Education Funding Guidelines.
- 4.2 Members who are awarded a CHICA Canada honorary membership shall also receive an honorary chapter membership.

5. MEMBERSHIP DUES

- 5.1 The amount payable in membership fees as determined annually by CHICA Canada.
- 5.2 Honorary memberships shall be exempt from chapter fees.
- 5.3 CHICA-Canada and Chapter fees are to be paid by the members directly to CHICA-Canada.
- 5.4 Calendar year - the membership calendar year is January 1 to December 31; dues unpaid by April 1st will result in expired membership.

6. EXECUTIVE POSITIONS

- 6.1 The executive shall be composed of president, president-elect, past-president, secretary, treasurer, education and seminar coordinators.
- 6.2 The executive shall be elected by chapter members.

7. TERMS OF OFFICE

- 7.1 All executive will be elected for a two year term with the exception of the president positions. Executive can hold a maximum of 2 consecutive terms.
- 7.2 The presidents will be elected on an annual basis and hold a single one year term.

8. DUTIES OF THE EXECUTIVE

8.1 Duties of Officers

8.1.1 President

- Chairs all meetings
- Prepares and sends the agenda
- Performs administration duties, including those related to CHICA-Canada
- Corresponds and reports on behalf of the Chapter
- Prepares President–elect to assume duties of President.
- Acts as a corresponding member of CHICA-Canada Strategic Planning committee
- Represents CHICA-Southern Alberta at annual CHICA-Canada conference.
- The President will cast a vote in meetings only in case of a tie.

8.1.2 President-Elect

- Chairs meeting in absence of president
- Corresponds and reports as delegated

- Assumes presidential duties at the end of a one-year term

8.1.3 Secretary

- Records, files and distributes minutes to all members
- Files correspondence and responds as directed by the Executive
- Maintains and distributes membership list to all members
- Ensures that the Terms of Reference has been distributed to each member and to the CHICA-Canada membership office.
- Maintains archives of Minutes and Terms of Reference for 7 years. Refer to CHICA-Canada Policy 19.05 for record keeping regulations.
- Briefing/report note (attachment #3) provided for members so that they may submit a written report prior to or at the meeting.

8.1.4 Treasurer

- Maintains financial records, including bank records, common receipts, bills, etc. for 7 years. Refer to CHICA-Canada Policy 19.05 for record keeping regulations.
- Prepares monthly financial reports
- Prepares an annual budget
- Assumes all banking duties
- Arranges for annual internal audit of books prior to the February meeting by 2 Chapter members appointed by the Executive.
- Remits refunds within 30 days of receipt of documentation for approved expenses
- Reviews education funding applications as per guidelines (See Appendix 1)

8.1.5 Past-President

- Chairs nominating committee
- Prepares and submits an annual report in January to CHICA-Canada and circulates to all Chapter members

8.1.6 Education Coordinator

- Acts as the corresponding member of CHICA–Canada Education Committee
- Organizes/facilitates education sessions
- Notifies members of workshops, seminars and conferences
- Assists the treasurer with review of education funding applications
- Communicates with members regarding education funding (See Appendix 1)

8.1.7 Seminar Coordinator

- Coordinates the activities of the Chapter in organizing seminars/workshops
- Acts as a seminar chairperson.

8.2 Signing Authority

8.2.1 Those with signing authority:

- Treasurer
- One member-at-large

8.2.2 Both signatures are required on cheques.

8.2.2 Outgoing treasurer to arrange transfer of signing authority prior to February Chapter meeting.

9. **ELECTION PROCEDURE**

9.1 Nominating Committee

9.1.1 Nominating committee is composed of the past--president (as Chair) and two additional Chapter members, who shall be asked to volunteer at the October meeting.

9.1.2 The nominating committee shall contact Chapter members to allow their name to stand for office according to these Terms of Reference.

9.2 Elections

The names of nominees shall be circulated to the Chapter membership prior to the November meeting.

9.2.1 The chair will call for further nominations.

9.2.2 The chair of the nominating committee shall announce the results at the November meeting.

9.2.4 Proclamation by acclamation is accepted.

9.2.3 If a vote is called, those members in attendance at the November meeting will vote by secret ballot. The nominating committee members will be responsible for tallying the vote. The President cannot cast a vote except in the case of a tie.

9.2.5 All elected officers shall assume office January 1 of the following year.

10. MEETINGS

- 10.1 The Chapter conducts eight (8) meetings a year. (see appendix # 2 for meeting structure)
- 10.2 The quorum for voting purposes is the majority of members present at that meeting.

11. CORE OR DISTANT CHICA-CANADA MEMBERS

- 11.1 At the November meeting, Chapter members will be asked to volunteer to serve as a core or distance member on the following CHICA-Canada committees:
 - Education
 - Government Affairs
 - Long-Term Care
 - Membership
 - Programs and Projects
 - Standards/Guidelines
- 11.2 Duties are as outlined by each CHICA-Canada chairperson on the CHICA Web page.
- 11.3 The list of Chapter Representatives is sent to the Members Service office (MSO) of CHICA-Canada at the end of the year
- 11.4 The MSO sends the lists to the Chairs.

12. CHAPTER WEBSITE

- 12.1 CHICA-SA will maintain a Chapter website hosted on the CHICA-Canada website. A Chapter member will serve as Chapter Webmaster and will work with the CHICA-Canada Webmaster to maintain the website.
- 12.2 Website content will reflect both public material (for information for non-members) and internal Chapter material that will be on a password-protected portion of the webpage.
 - The Chapter Webmaster will review the website content at least annually. The Chapter Executive will review and approve any changes to the website.
 - No personal identifiers (other than a contact email for the Chapter Webmaster) will appear in the public portion of the Website.
 - Chapter members who are Industry representatives may have a link to their company's website in the "Who We Are" public section of the website. This section will also have weblinks to the different Health Regions that are represented by Chapter members. No personal identifiers will be included here.

13. REVIEW AND REVISIONS TO TERMS OF REFERENCE

13.1 The Terms of Reference shall be reviewed by the Chapter executive and circulated to the membership for approval every 3 years or as necessary

13.2 Amendment(s) or revisions may be proposed utilizing the following procedure:

- Prior notice will be given to the membership. There is a legal requirement that 30 day notice of by-law/TOR change be given.
- Voting will take place at a meeting, the time and place of which will be indicated in the notice.
- Amendments or revisions will be discussed by the membership prior to voting.
- Chapter members are eligible to vote. A 50% plus one majority vote of active members present will be required to pass proposed amendments or revisions.

EDUCATION and CERTIFICATION FUNDING GUIDELINES

Education Funding

Funds for education activities and certification fee reimbursement will be available to Chapter members, contingent on the financial status of the Chapter. The Chapter executive will determine by February meeting each year the amount of funds available for education funding. Members may apply for partial or full funding for infection control professional development.

Certification Funding

Eligible Members who have successfully completed the CIC certification/re-certification examination, and were not subsidized by their employer, may apply for reimbursement of same and will be paid in full within six months of the notification.

Review of applications and awarding of funds:

- application package for funding will be available from the treasurer (Attachment #2)
- funding approval will be the responsibility of the treasurer, the education coordinator and 1 member at large
- the executive will appoint the member at large
- in the event that a member of the review board is an applicant the executive will appoint an alternate member
- the education funding review board will award all funding based on the availability of funds and education funding criteria (Attachment #1)
- maximum funds awarded per year is \$1000 per person

Applicant's Responsibility:

1. Written application for funding must be submitted to the treasurer a minimum of 2 months in advance of the education activity or within 6 months of successful completion of the CIC certification/re-certification (see above).
2. The recipient must present an informative report on the education activity at a Chapter meeting following the activity.
3. The recipient must provide receipts to the Treasurer within 1 month of return from the activity (see Attachment #2).

Summary of meeting format

The meeting format adopted by CHICA –SA is outlined in the tables below. The premise behind the meeting format is to provide a flexible, modular approach to meetings that can be modified based arising needs of the Chapter. At some times in the year, Chapter business is a priority. At other times of the year, the focus of the meeting is on formal education or on informal networking. Examples of content for each module is provided, but is not intended to be an exhaustive list.

Module philosophies:

Networking: makes learning fun, informal, and social; designed to foster group linkages, to improve support and to help share resources in the group.

Education: a more formal presentation of learning through outside speakers, practice discussions, reviewing literature etc.

Business: most meetings have a 20 minute slot for Chapter business. Most reports are submitted to the Secretary for distribution and only important or pressing business would be discussed in the Chapter meeting (See briefing note template).

Meeting format:

Module	Jan/March/Oct	Feb/May*	April/Nov	June	September
Education:	1 hour	30 min	none	Social Event meeting	CHICA-SA CHICA-NA meeting Red Deer
Business:	20 min	20 min	90 min		
Networking:	30 min	1 hour	30 min		

* provide refreshments for the “long networking” meeting in Feb. and May

Time Allocation	Module	Module Content
1 hour	Education Module	Speaker presentation (1 hour) <ul style="list-style-type: none"> ▪ emerging issues ▪ IPC topics ▪ personal development (etc)
30 minutes		Case presentations or practice forums (30 min)
		Journal article review (30 min)
90 minutes	Business Module	Biannual Chapter business: (90 min.) <ul style="list-style-type: none"> ▪ budget approval ▪ new executive vote (etc)
20 minutes		Ongoing Chapter business (20 min)
1 hour	Networking Module	Chapter projects (1 hour) <u>possible ideas:</u> <ul style="list-style-type: none"> ▪ provide muffins and coffee for this meeting ▪ create Chapter orientation package ▪ create IPC resources package ▪ any other working projects
30 minutes		“Get to know the practitioners” presentations or trivia games (30 min) -Other activities

CHICA- SOUTHERN ALBERTA
EDUCATION FUNDING CRITERIA

Mandatory Criteria 1. Applicant is currently a member of CHICA-SA

CRITERIA	POINT VALUE	POINTS ACCUMULATED
<ul style="list-style-type: none"> • Member of : <ul style="list-style-type: none"> <input type="checkbox"/> CHICA-SA 1-2 years <input type="checkbox"/> CHICA-SA 3-4 years <input type="checkbox"/> CHICA-SA 5 or > years 	<ul style="list-style-type: none"> 1.0 2.0 3.0 	
<ul style="list-style-type: none"> • Actively (past or present) involved in CHICA-SA: <ul style="list-style-type: none"> <input type="checkbox"/> Executive <input type="checkbox"/> Committee Chairperson <input type="checkbox"/> Member of a Committee 	<ul style="list-style-type: none"> 4.0 3.0 2.0 	
<ul style="list-style-type: none"> • Has not received funding in past 2 years. 	3.0	
<ul style="list-style-type: none"> • Provided education session to the Chapter in past two years. <input type="checkbox"/> yes <input type="checkbox"/> no 	2.0	
<ul style="list-style-type: none"> • Presenting at this event. <input type="checkbox"/> yes <input type="checkbox"/> no 	3.0	
TOTAL		

Signature of Applicant:

APPLICANT

Date: _____

Signature of Reviewers:

TREASURER

Date: _____

EDUCATION COORDINATOR

Date: _____

MEMBER AT LARGE

Date: _____

CHICA - SOUTHERN ALBERTA
EDUCATION FUNDING

APPLICATION FORM

PLEASE PRINT

Applicant's name: _____ Date of application: _____

Facility/Organization: _____ Position: _____

Work address: _____ Work phone #: _____

Year joined CHICA-SA: _____

CHICA membership number: _____

Description of education activity (may attach brochure):

Program sponsored by: _____

Location: _____

Date(s) of activity: _____

Amount of funding request: \$ _____ Please provide detailed estimates:

Registration: \$ _____ Meals: \$ _____
Transportation: \$ _____ Other: \$ _____
Accommodation: \$ _____

Indicate (√) applicable criteria:

1. Member of CHICA-SA 1- 2 years: _____ 3- 4 years: _____ 5 years or >: _____
2. Has been actively (past or present) involved in CHICA-SA: Executive: _____
Committee Chairperson: _____
Member of a Committee: _____
3. Has **not** received funding in past 2 years: _____
4. Provided education session to the Chapter in past 2 years: _____
5. Presenting at this event: _____

Please retain your receipts and submit to the treasurer upon the completion of the education activity.

I have read and understand the guidelines for Education Funding of the Terms of Reference and agree to abide by these guidelines.

SIGNATURE OF APPLICANT _____ DATE _____



CHICA
Southern
Alberta

CHICA-SA BRIEFING/REPORT NOTES

FROM:

DATE:

REPORT AREA:

REPORT:

SPECIAL ISSUES:

RECOMMENDATIONS:

Submit report to CHICA-SA Secretary prior to or subsequent to CHICA- SA meetings