

CHICA - EASTERN ONTARIO
A Chapter of the
Community and Hospital Infection Control Association - Canada

POLICIES & PROCEDURES

SECTION:	FINANCIAL	NUMBER:	4.2
SUBJECT:	CHICA-CANADA ANNUAL CHAPTER PRESIDENTS MEETING	PAGE:	1 of 1
ORIGINATED:	1991 March	REVISED:	1993,
APPROVED:	Executive		1999, Apr - 09

1. PHILOSOPHY

The chapter believes that it is important for the Chapter President and President-elect to attend the annual Chapter Presidents Meeting to provide two-way communication from the chapter to the Board, and from the Board back to the chapter. This is part of the orientation for the role of the President-elect for the presidential year.

2. PURPOSE

- 2.1 To provide the general membership through the Chapter Presidents: (1)
 - an opportunity to discuss the accomplishments and plans of the standing committees;
 - an avenue of communication with the CHICA-Canada Board of Directors;
 - a mechanism to ensure input into the Strategic Plan;
- 2.2 To provide the Chapter Presidents with an opportunity to discuss and share information pertinent to individual chapters. (1)
- 2.3 To provide feedback to the chapter of the key directions of the CHICA-Canada Board and Committees.

3. POLICY

- 3.1 Chapter Presidents will attend the meeting of Chapter Presidents held annually at the time of the Annual Conference. (1)
- 3.2 Chapter President-elect may attend as observers. (1) Chapter President will obtain permission from the Membership Service Office (MSO).
- 3.3 Agenda items may be submitted to the CHICA-Canada President-elect 15 days prior to the meeting. (1)
- 3.4 Each Chapter President will present a summary of their Chapter's projects, initiatives and innovations. (1)
- 3.5 CHICA-EO will provide financial support, as able, to facilitate the President & President-elect's attendance.
- 3.6 If neither is available to attend, the Membership may approve an alternate.

4. PROCEDURE

- 4.1 The President & President-elect (or approved alternate) will submit a budget to the CHICA-EO Executive outlining anticipated expenses, and pursue additional sources of funding.
- 4.2 The following expenses will be covered, as able.
 - a) Conference Registration fees
 - b) Transportation by the most economical method.
 - c) Hotel accommodation for the length of the conference (sharing a room if possible)
 - d) Meals based on policy 4.1.
- 4.3 Advance funding, as required, will be provided following approval of the budget by the Executive.
- 4.4 A verbal & a written report of the meetings & conference will be provided at the next meeting of CHICA-EO.
- 4.5 An expense account, including receipts, will be submitted to the Chapter Treasurer within 30 days of returning. (2)

REFERENCES

1. CHICA-Canada Policy #15.50
2. Chapter Policy 4.1