

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

TERMS OF REFERENCE (2 pages)

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:

The name of this organization is CHICA-Eastern Ontario (CHICA-EO), a chartered chapter of CHICA-Canada (June 1986). Formerly known as the Eastern Ontario Professionals in Infection Control (EOPIC).

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 and fellowship among persons interested in Infection Prevention and Control. (IPAC)

2.2 Objectives:

- a) To promote and enhance the profession of IPAC through individual and group activities.
- b) To assist individual members in the development of their own IPAC Program.
- c) To hold multi-disciplinary educational conferences or seminars to update knowledge in IPAC.
- d) To support and assist with research/study activities and the publication of results.
- e) To identify and compile IPAC measures that have proven effective in specific areas of concern, and standards that maintain quality assurance.
- f) To promote communication with members of the health care team across the spectrum of care in all settings.
- g) To assist individual members in problem solving.
- h) To promote community awareness and understanding of the source of infection, the mode of transmission, and the means of control.

3. MEMBERSHIP:

3.1 Membership in the CHICA-Canada and the chapter shall be open to all persons interested in fostering in the broadest manner the purpose and objectives of the organization.

3.2 CHICA-Canada and 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-EO Policies & Procedures.

4.3 The executive shall consist of:

- President
- President-Elect
- Past President
- Secretary
- Treasurer/ Membership Director

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

- a) 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.
- b) There must be a simple majority of executive members to hold an executive meeting.
- c) 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.
- d) 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

- a) A minimum of four meetings per year will be held.
- b) Location may alternate as decided by the membership.
- c) Each meeting will include an educational component.
- d) Meetings are open to all interested persons.
- e) Non-members will be charged a per meeting fee.

8. COMMITTEES:

8.1 Nomination: Details are outlined under Chapter Policies and Procedures.

8.2 Education: Details are 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. AMENDMENTS:

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.

10. DISSOLUTION (Reference CHICA Bylaws Article 12)

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.

Original Approved: April 30, 1985

Revised: October 9, 1985; September 1987; November 1994; March 1997; September 2000, March 2003, November 22, 2006.