

# CHICA - EASTERN ONTARIO

A chapter of the  
Community and Hospital Infection Control Association - Canada

## POLICIES & PROCEDURES

**SECTION:** CHICA-Canada Liaison  
**SUBJECT:** CHAPTER REPRESENTATION  
**ORIGINATED:** September 2000  
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### 1. PHILOSOPHY

Committee members provide a link between the chapter members and the CHICA-Canada Board of Directors through the committee on which they serve. The Board and Committee/Interest Group chairs need chapter representation in order to truly represent the membership at large.

### 2. REFERENCE

CHICA-Canada policy/procedures: 4.10; 4.30; 5.10; and 8.10.

### 3. STRUCTURE

Most CHICA-Canada committees consist of a Core Committee and chapter representatives at a distance who communicate via phone or correspondence - mail, fax and email.

### 4. APPOINTMENT OF CHAPTER REPRESENTATIVE

4.1 All chapter representatives will be current CHICA-EO members.

4.2 The appointment of chapter representative and the process is left to the discretion of the chapter.

4.3 Where no chapter member is appointed to a committee, the Chapter President shall function in that capacity.

### 5. CHAPTER APPOINTMENT PROCESS

5.1 The chapter President, Treasurer & Membership Director are automatically appointed to CHICA-Canada committees by virtue of their position.

5.2 Other chapter representatives will be appointed for a 3-year renewable term commencing in January.

5.3 Persons interested in serving in this capacity will inform the Chapter Past-president by October 31.

5.4 The Nominating Committee will review the applications and appoint the representative for the subsequent 3 years.

5.5 The Executive will review, and possibly terminate an appointment should the representative not meet the responsibilities.

5.6 The President will notify the CHICA-Canada Membership Services Office in December of the Chapter Representatives for the following year.

### 6. RESPONSIBILITIES OF THE CHAPTER REPRESENTATIVE

6.1 Convey information about core committee activities and progress to chapter members.

6.2 Solicit feedback/input from chapter members & submit to Committee Chair.

6.3 Review minutes and assist in agenda development.

6.4 Assist in the promotion of CHICA-Canada.

6.5 Perform specific tasks as assigned by core committee.

6.6 Attend a meeting once a year, as scheduled, if attending the CHICA-Canada national conference. If the chapter representative is not attending the national conference, the chapter president or delegate is requested to attend.

### 7. REPORTING TO CHICA-EO MEMBERS

7.1 Committee reports will be an agenda item at every Chapter meeting.

7.2 The representative will report on the committee activities & results, contacting the chair if necessary to obtain the information.

7.3 Report will be in writing (paper or email), to assist the secretary to include the information in the minutes.

7.4 Committee minutes will be distributed to all CHICA - EO members.

7.5 If the representative needs specific feedback from the chapter members, the President will be notified so that adequate time is allocated on the agenda.

7.6 If the representative is unable to attend the meeting the report will be submitted to another member for presentation.