

MEMBERSHIP SERVICES OFFICE

In 2008, assistance was provided to the Executive, Board and membership of CHICA-Canada in day-to-day administration as well as coordination of special projects.

General activities included membership services, input into publication of the quarterly journal, *Canadian Journal of Infection Control*, and the 2008/2009 Member and Source Guide, publication of the 2007 Annual Report, 2008 and 2009 Poster Contests, input into website information, and promotion and sales of the Just Wash 'Em Video, the Toolkit for Emergencies and Disasters, the ESBL Toolkit, the Webber Teleclass CDs, and the Infection Control Audits Toolkit.

In 2008, I worked closely with the Director of Programs & Projects in the development of the 2009 MRSA Roadshows/Webinars with BD Canada. I also negotiated marketing programs with potential industry partners and arranged for follow through with successful projects. I gave some assistance to revision of the Audit Toolkit.

Communication has been ongoing with industry partners regarding Industry Membership and the Industry Relations Committee.

Other activities included facilitation of the 2008 Virox Technologies Partnership Scholarship Fund, the 2008 3M Research Grant, and the 2008 3M Chapter Achievement Award. The third Chapter Presidents Teleclass was held in January of 2008 and the Voices of CHICA, hosted by Webber Training, were held in March and September 2008.

Special projects included participation on the Communications Committee of the National Infectious Disease Day in Ottawa (October), and on the Core Committee of the Canadian Patient Safety Institute Patient Safety Forum (April 2009, Toronto). Online Membership Registration was launched in December 2008; work continued on Online Conference Registration which is anticipated to be launched in January 2009.

I attended the 2008 APIC conference in Denver and managed a CHICA-Canada information booth. Thanks to colleagues Karen Clinker, Ellen Otterbein, Sandra Callery, Marion Yetman and Paul Webber.

It was also my honour to be invited to attend the spring Board meeting of the International Federation of Infection Control in Essen, Germany (February). Assistance has been provided to IFIC on policy development and conference planning.

I would like to express my thanks to the Board for its support during the past year and for providing a challenging and fulfilling work environment. I especially thank Kelli Wagner for her invaluable assistance in all projects during the year.

*Gerry Hansen BA
Executive Administrator*