

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

POLICIES & PROCEDURES

SUBJECT: Representation at CHICA-Canada Chapter President's Annual Meeting and the CHICA-Canada National Education Conference
DATE: June 25, 2010
APPROVED: January 29, 2013

1. POLICY

- 1.1 The chapter president of CHICA-NEO will represent the chapter at the CHICA-Canada Chapter President's Annual Meeting held at the time of the Annual National Conference.
- 1.2 CHICA-NEO chapter shall provide financial support to the chapter president in order to attend the chapter president's annual meeting and to represent the chapter at the Annual National Educational Conference. The President will be fully funded for travel, accommodations, meals and registration fees, providing funds are available within the chapter.
- 1.3 The Executive, in consultation with the Treasurer, will determine the availability of funds.
- 1.4 The Executive will approve the disbursement of funds.
- 1.5 The Chapter President is expected to seek financial assistance from his/her employer to complement funding from the chapter.
- 1.6 In circumstances when the President is unable to attend, consideration will be given to assisting the President-elect to attend on his/her behalf.
- 1.7 Funds will be issued on the presentation of an expense claim with appropriate receipts attached.

2. OBJECTIVES

- 2.1 To provide CHICA-NEO with the following benefits of the chapter president's attendance at the Chapter President's Annual Meeting and the CHICA-Canada Annual Educational Conference:
 - 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 CHICA-NEO input into the national Strategic Plan
 - an opportunity for the chapter president to discuss and share information pertinent to individual chapters.

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- the chapter leader is in attendance and responsible to ensure that information from the national conference is returned to the local chapter and disseminated among the chapter members.
- 2.2 To comply with CHICA-Canada policy 15.50 (Nov 2005) which states at item 1.3 that the Chapter Presidents will attend the Chapter President's Annual Meeting.
- 2.3 To ensure that the Chapter President has funding available in support of his/her attendance at the National Conference venue for the purpose of attending the Chapter President's Annual Meeting and the National Educational Conference on behalf of CHICA-NEO.
- 2.4 To ensure that those who were not able to attend the National Educational Conference obtain a summary of the event, the President will offer a written/electronic report at the following CHICA-NEO meeting.