

SASKPIC A Chapter of Infection Prevention and Control (IPAC) Canada



Section: Administrative	Approved:
Title: Executive Leave	Revised:
Number: SP 4.1	President: Karrie Yausie

Purpose

To provide guidance, to the SASKPIC Chapter Executive members, in the event that a position becomes prematurely vacant.

Policy

1. IPAC Canada membership is required.
2. If a Chapter Executive position becomes prematurely vacant due to foreseen or unforeseen circumstances, the Chapter Executive will appoint an Interim replacement until the end of the term.
3. Only active SASKPIC members may be part of the executive (hold office)

Procedure

1. If a Chapter Executive member prematurely leaves the position for an extended period of time such as one year of their term, they will have the option to resign early in which case the Chapter Executive will appoint an Interim member until the end term.
2. In the event of a premature resignation from an Executive Chapter position, that position would then be open to nominations and elections at the Fall Education Conference.
3. In the event of a temporary absence with the member interested in remaining in the current position, an Interim Executive Chapter member could be appointed until the temporary leave is over and the previous member resumes their duties.
4. Chapter Executive members that are aware ahead of time of their pending leave should advise the Executive of their plans as early as possible so an Interim member can be appointed and mentored.
5. In the situation where either the Treasurer or Projects and Programs Coordinator position becomes prematurely vacant they will be required to forfeit their rotational turn to receive the IPAC national conference funding and the alternate position will be offered the opportunity to receive that funding.

References

IPAC Canada Policy 8.50, *Membership Categories*: <https://ipac-canada.org/photos/custom/Members/policies/8-50.pdf>

