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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: **Membership Policy** | No. | Page 1 of 1 |
| Approved By: ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2017 |

1. **Purpose:**

To clarify the procedure surrounding membership and the roles and responsibilities of the board members involved in this process.

1. **Reporting structure**

The Membership Secretary will liaise with the Treasurer regarding membership issues and report back to the Chair and Board of Directors at regular intervals.

1. **Roles and Responsibilities of Membership Secretary**

Promotion

* Promote recruitment and retention of individual, organisational and affiliate members
* Assist with development of public awareness tools that promote membership
* Be involved in extension activities for formation of new perianaesthesia associations

Administration

* Disseminate Membership Forms to like-minded associations
* Manage the renewal and withdrawal of members
* Compile records of organisational member contacts
* Send notices of expiring membership dues
* Liaise with ICPAN Inc. Treasurer to ensure accuracy in deposits of membership dues

Maintenance

* Maintain records of organizational, individual and affiliate members
* Keep copies of receipts for dues and contributions

1. **Eligibility of Membership**

Membership is open to nurses and other health care professionals working or interested in perianaesthesia practice that includes any environment/location where clients are undergoing general, regional or local anaesthesia or sedation.

1. **Categories of Membership**

ICPAN Membership is available in the following categories:

1. Organisational Membership
2. Affiliate Membership
3. Organisational Membership

An established national association that promotes perianaesthesia nursing practice, supports the goals/objectives of ICPAN and pays annual membership fees. This category has the responsibility of electing a member of the national association who will represent their country as the National Organizational Representative on the GAC with the right to one vote. There can only be one national perianaesthesia organization in any given country that has the right to join ICPAN as the official national representative of perianaesthesia nurses in that country.

1. Affiliate Membership

Any healthcare professional who is currently working in perianaesthesia care or has an interest in perianaesthesia patient care may become an affiliate member. This member supports ICPAN goals/objectives and pays an annual membership fee. These members are not eligible to sit on the GAC but receive all other membership benefits. Affiliate members shall have no voting rights.

1. **Benefits of Organisational Membership**

The International Collaboration of PeriAnaesthesia Nurses, Inc. (ICPAN, Inc.) has organized exclusively for educational and scientific purposes which will ensure beneficial outcomes for patients, families and populations and the advancement of perianaesthesia nursing knowledge. Member organisations/individuals will receive one year’s membership and the following benefits:

* **Membership** that confers status and global recognition of the member associations
* **Networks** of global perianaesthesia nursing associations that provide information and current practices related to the specialized perianaesthesia field
* **Advocacy** for Best Practices in PeriAnaesthesia Nursing
* **Opportunities** for strengthening collaboration among perianaesthesia nurses globally
* **Educational** conferences that provide opportunities for sharing of knowledge and collegial networking
* **Access** to peers and specialists in the field of perianaesthesia nursing through the targeted Special Interest Group Forums
* **Connections** through the website to resources, conferences and networking opportunities
* **Research** support by providing links to the global perianaesthesia membership and researchers and potential opportunities for global research projects
* **Leadership** opportunities that will help in the development of personal and professional skills through active participation in Committees, the Global Advisory Council and ICPAN, Inc. Board of Directors
* **Information** to potential members in establishing national perianaesthesia associations
* **Global Volunteer Opportunities** provide development and advancement of perianaesthesia nurse education in countries with limited resources by offering educational materials and mentorship.

1. **Membership Period**

Membership runs from the date of the biennial conference to the same date the following year. This is to facilitate GAC members being elected to the Board of Directors, so that new GAC members can be proposed to fill any vacancies. (Comment from Ann -Unsure whether we need to put a definitive date on this – we probably do as the date could vary quite a lot from conference to conference. Suggest 1st October each year if this is the case! I don’t like the idea of not filling the GAC board for three months if we run it from JAN-Dec as a lot of time will be lost in the interim- less productive GAC)

1. **Renewal of Membership**

Renewal of membership will be due on the date of the biennial conference and on the same date the following year. Notifications will be sent out via e-mail four weeks prior to this date.

1. **Discipline or Consequences of Improper Conduct**

The ICPAN Board may use its discretion to expel members who act inappropriately or bring the organisation into disrepute. The membership fee balance will not be reimbursed when disciplinary action is required.