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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Global Advisory Council (GAC) Conference Committee Roles and Responsibilities | No. | Page 1 of 4 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

1. **Definitions:**

The Conference Chair is a member of the Board of Directors with voting privileges, represents the host country of the biennial ICPAN conference and is liaison between ICPAN,Inc., the host country and the Volunteer or Professional Conference Organizer. The Conference Chair oversees the conference bid process for the next biennial conference.

Once the next biennial conference winner is announced, the Conference Chair becomes known as the Immediate Past Conference Chair (or previous conference chair)

The Immediate Past Conference Chair remains on the Conference Committee in an advisory capacity with no vote.

Global Advisory Council (GAC): The GAC includes all members from the National PeriAnaesthesia Associations in good standing.

National Organizational Representative (NOR): An appointed GAC member representing a National PeriAnaesthesia Association in good standing.

1. **Purpose:**

To outline the procedure that will implement the ICPAN Conference Committee ‘s responsibilities.

1. **Reporting Structure:**

The Conference Committee Chair will report to the Chair of the Board of Directors.

1. **Membership:**

4.1. The ICPAN Conference Committee members are the appointed National Organizational Representatives (NOR) from each national member association.

4.2. The Chair of the Conference Committee is the Immediate Past Conference Chair (or previous Conference Chair) and an ICPAN Board Member until the Conference Chair of the next ICPAN conference is selected by the host country.

4.3. The Immediate Past Conference Chair will step down as a Board member but remain a member of the ICPAN Conference Committee in an advisory capacity.

4.4. The current Conference Chair will be a voting member of the Board of Directors.

4.5. The Vice-Chair of the Board of Directors is ex-officio of the Conference Committee.

1. **Roles and Responsibilities:**

5.1.**The** **ICPAN Conference Committee:**

5.1.1. is a working group of the GAC

5.1.2. develops the Conference Bid Selection Worksheet

5.1.3. selects and recommends the biennial conference site to the Chair of the Board of Directors

5.1.4. in the event of a tie, proposes the biennial conference sites to the Chair of the Board of Directors

5.1.5. participates in conference working groups as directed by the ICPAN Conference Chair

5.2.**Conference Bid Application Process**

5.2.1**.Cycle for Conference Bid Selection Worksheet**

**The Conference Chair and Bid Selection Worksheet:**

1. will circulate the operational policy for the ICPAN Conference Committee Roles and Responsibilities to the ICPAN Conference Committee
2. will circulate the Bid Selection Worksheet to the Board of Directors and Global Advisory Council for comments in preparation for the following ICPAN Conference bids
3. will update the Bid Selection Worksheet once comments are received
4. will circulate the draft for final approval to the Board of Directors and the GAC
5. will prepare instructions for the ICPAN Conference Committee on their role in evaluating the newly approved Bid Selection Worksheet.
6. will prepare the evaluation package including instructions, Bid Selection Worksheet, and deadline for return of evaluations
7. will circulate electronically the prepared bidding packages to the ICPAN Conference Committee members all at the same time once the bidding deadline arrives and receives the approval from the Chair of the Board of Directors

5.2.2. **Cycle for Bid Application Forms to host the biennial ICPAN Conference**

**The ICPAN Chair and Board of Directors:**

1. updates the application forms for hosting the next conference in consultation with the GAC prior to the biennial conference
2. decides the deadline date for bid forms to be returned

3. posts an invitation to bid for the next conference on the website home page (LVL asks if we need the following:detailing whom to contact for a Bid Application Form and the deadline for return of this form)

4. the Chair of the Board of Directors receives the Bid Application Forms for hosting the next conference and informs the Conference Chair

**The Conference Chair and Bid Application Forms**

1. the Conference Chair sends out Bid Applications Forms electronically to the National Associations requesting them

2. the Conference Chair receives electronically the completed Bid Application Forms from bidding association(s)

3. the Conference Chair informs Chair of the Board of Directors of applications received

4. post bid deadline, the Conference Chair distributes the forms simultaneously to each member of the GAC electronically

5. if a bid comes from an association represented on the GAC or BoD see Conflict of Interest

6. advises all applicants of the results of the bidding selection

5.2.3. **Bid Selection Worksheet Scoring**

1. each member of the GAC evaluates each bid form by allocating marks for each section as advised by the Bid Scoring Sheet. Marks are totalled for each bid. A deadline for the return of evaluation forms is set.
2. evaluation sheets with final total marks noted are sent back to the Conference Chair for overall evaluation. The bid which receives the highest score wins the right to hold the next ICPAN biennial conference.
3. the Conference Chair informs the Chair of the Board of Directors of the winner of the bid selection. The Chair of the Board of Directors informs the leader of the National Association of the successful winning bid. The site of the next ICPAN Biennial Conference is announced on the ICPAN web home page.

**5.3. Selection Outcome is a tie**

In the event of a tie in scoring by members of the Conference Committee, the choice is made following a discussion on the relative merits of both by the ICPAN Board of Directors. Since members of the Board of Directors represent ICPAN, Inc., all members should be granted a vote.

5.4. Conflict of Interest

If the bid comes from a country represented on the GAC, the NOR will be able to provide advice but not fill out a Bid Scoring Sheet.

6.**Frequency of Meetings**

The Conference Chair will canvass availability of Conference Committee members to establish a calendar for meetings.

A majority of the Conference Committee shall constitute a quorum for the transaction of business at any meeting of the Conference Committee.

6.1.**Meeting Schedules :**

* to include an introductory meeting of all Conference Committee members to familiarize the members about the process, roles and responsibilities of this committee and to obtain communication method(s)
* to discuss the Bid Selection Worksheet and Score Worksheet
* to participate in the evaluation(s)
* for meetings at the Call of the Conference Chair

6.2.**Communication for Meetings**

One or more members of the ICPAN Conference Committee may attend any meeting of the Conference Committee through telephonic, electronic or other means of communication by which all members of the Conference Committee have the ability to fully and equally participate in all discussions and voting on a substantially simultaneous basis. Such participation shall constitute presence in person at such meeting. Proxy voting shall not be permitted.