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| **International Collaboration of PeriAnaesthesia Nurses**  **ICPAN** | **Title: Global Advisory Council (GAC)**  **Terms of Reference** | No. | Page 1 of 3 |
| Approved By: | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors |

**Definitions:**

**Chair**: Refers to the GAC Chair, who is the Vice-Chair of the ICPAN Board of Directors. The Chair shall call GAC meetings and oversee the activities of the GAC.

Director: An appointed or elected member of the Board of Directors who shall at all times act in the best interest of ICPAN and uphold its Bylaws, policies and procedures.

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

**Purpose**

**The Global Advisory Council:**

1. Follows the purposes, goals and objectives of the International Collaboration of PeriAnaesthesia Nurses, Inc.;

2. Elects the Directors of the Association;

3. Reviews and recommends a biennial conference site to the Board of Directors;

4. Serves in an advisory capacity to the Board of Directors.

**Reporting Structure**

**The ICPAN GAC Chair reports:**

1. Directly to the Chair of the Board of Directors;

2. To the ICPAN Board of Directors at its board meetings;

3. At the request of the Chair of the Board of Directors;

4. At the biennial general meeting.

**GAC Responsibilities**

1. A member association in good standing may cast one vote on all matters.

2. Elect Directors to the ICPAN Board of Directors based upon a slate of nominees proposed by the Board of Directors as provided in Article 5.2 of the Bylaws;

3. Approve the repeal or amendment of any provision in the Bylaws affecting the rights or authority of

the GAC;

4. Serve in an advisory capacity to the Board of Directors by providing recommendations for:

1. Development of the Conference Bid Selection Worksheet
2. Nomination of a NOR to serve on committees
3. Review and approve/deny organizational and individual membership applications
4. Termination of membership for any ICPAN member who does not adhere to the ICPAN Bylaws, policies and procedures

1. Annual membership dues
2. Other matters that may arise from time to time.

5. Participate in working parties as directed by the Board of Directors.

6. Remove a Director, with or without assignment of cause, by a two-thirds majority vote of all the

members of the GAC at any meeting of the GAC.

**Membership Composition**

1. GAC Chair;
2. One (1) representative appointed from each active member association ;
3. ICPAN Chair (Ex-Officio).

**Terms of Membership**

1. All members assume and fulfill responsibilities as expressly reserved to the GAC in the ICPAN Bylaws.
2. The term of membership will be a minimum of 2 years. (total terms to be decided by GAC)
3. Following one 2-year term, a NORis eligible to be elected to the Board of Directors.
4. When a GAC NOR is elected to the Board of Directors, his/her National Association will appoint a new GAC representative.
5. Members support consensus decisions made by the GAC during all professional interactions.
6. Members notify the Chair by email within 7 business days with his/her intent to attend or send regrets about a meeting.
7. Members notify the Chair by email no less than 90 days prior a scheduled annual or biennial meeting to confirm participation status.
8. Members are responsible to communicate ICPAN related business and activities with parent National Association.
9. Members respond to the Chair by email within 7 days to confirm that information was received.
10. A member of the GAC may resign by delivering a written resignation to the ICPAN Secretary. Such resignation shall be effective upon the date of receipt, unless specified to be effective at a later date.

11. A member of the GAC may be removed, with or without assignment of cause, by a two-thirds

majority vote when it is judged to be in the best interests of ICPAN. Notice of the removal action

shall be provided to the NOR and the member’s National Association and the NOR shall be given the

opportunity for a hearing.

**Frequency of Meetings**

Regular meetings will be held (to be decided) at the call of the Chair.

The GAC shall hold a regular face-to-face meeting in conjunction with the ICPAN conference, which is held on a biennial basis.

Special Meetings

A GAC meeting with the Board of Directors may be requested by three (3) voting GAC members.

A proposal outlining the purpose of the meeting shall be submitted to the Secretary of the Board of Directors for circulation to the Board of Directors.

Communication for Meetings

One or more members of the GAC may attend any annual, regular, special or committee meeting of the GAC through telephonic, electronic, or other means of communication by which all members of the GAC 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.