

International Collaboration of PeriAnaesthesia Nurses ICPAN	Title: Job Description Global Advisory Council	No.	Page 1 of 3
	Approved By: ICPAN Board of Directors	Last Reviewed: Not Applicable	
	Effective Date:		
	Originated By: Board of Directors, 2016		

Definitions

International Collaboration of PeriAnaesthesia Nurses Inc. (ICPAN Inc.) henceforth referred to as ICPAN

Global Advisory Council (GAC): Consists of ICPAN elected National Organisation Representatives. This council collaborates with the Board of Directors and provides direct communication with the Board of Directors and the National Organisations belonging to ICPAN.

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

Purpose

The Global Advisory Council:

1. Follows the purposes, goals and objectives of the International Collaboration of PeriAnaesthesia Nurses, Inc.
2. Participates in the election of the Board of Directors of ICPAN Inc.
3. Serves in an advisory capacity to the Board of Directors of ICPAN Inc.

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

- A member representing a national organisation in good standing may cast one vote on all matters.
- Participates in election of 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.
- Participates in appraisal of Conference Bid Applications and selection of venue for the ongoing ICPAN Biennial Conferences
- Approves the repeal or amendment of any provision in the Bylaws affecting the rights or authority of the GAC.
- Serves in an advisory capacity to the Board of Directors by providing recommendations for;
 - i. Development of the Conference Bid Selection Worksheet
 - ii. Nomination of a NOR to serve on committees
 - iii. Review and approval/denial of organisational and individual membership applications
 - iv. Termination of membership for any ICPAN member who does not adhere to the ICPAN Bylaws, Policies and Procedures
 - v. Annual membership dues
 - vi. Other duties as advised or directed
- Participates in working committees as directed by the Board of Directors.

Membership Composition

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

Terms of Membership

- All members assume and fulfill responsibilities as expressly reserved to the GAC in the ICPAN Bylaws.

- The term of membership will be a minimum of 2 years. GAC members may serve more than one term, with the total number of terms served to be decided by the GAC.
- Following one 2-year term, a NOR is eligible to be elected to the Board of Directors.
- When a GAC NOR is elected to the Board of Directors, his/her National Organisation will appoint a new GAC representative.
- Members support consensus decisions made by the GAC during all professional interactions.
- Members notify the Chair by email within 7 business days with his/her intent to attend or send regrets about a meeting.
- Members notify the Chair by email no less than 30 days prior a scheduled annual or biennial meeting to confirm participation status.
- Members are responsible to communicate ICPAN business and activities with their National Association.
- Members are responsible to communicate information about their National Organisations to the ICPAN Board of Directors
- Members respond to the Chair by email within 7 days to confirm that information was received.
- 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.
- 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 Organisation 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.