 <p>National Association of PeriAnesthesia Nurses of Canada</p>	Executive Committee TERMS OF REFERENCE	No.	Page 1 of 3
	Approved By NAPANc Executive Committee	Last reviewed October, 2012	
	Effective Date: October 19, 2012		
	Originated By: Fundraising Committee 2012		

Definitions:

Chair: Will refer to appointed Chair or Chairs of the NAPAN© Fundraising Committee unless stated otherwise.

Purpose:

1. Will follow the National Association of PeriAnesthesia Nurses of Canada' (NAPAN©) Mission, Values and Nursing Paradigm.
2. To develop, review, revise and maintain perianesthesia fundraising procedures for national programs.
3. To work collaboratively with NAPAN© Board of Directors to assess priorities for fundraising.
4. To prioritize needs and projects of NAPAN© Board of Directors.
5. To recommend fundraising projects to the National Board of Directors.
6. To be proactive in anticipating needs of perianesthesia nurses through surveys, environmental scans, and research of trends.
7. To uphold regulations as per government requirements.

Reporting Structure:


1. The NAPAN© Fundraising Chair will report directly to the Chair of the NAPAN© Executive Committee.
2. The NAPANc Fundraising Chair will report to the Treasurer as needed.
3. The NAPAN© Fundraising Chair will provide annual reports to the NAPAN© Board of Directors and NAPANc Annual General Meeting.
4. The Chair of the NAPAN© Executive Committee may request additional reports at anytime in addition to the annual reports.

Membership Composition:

1. 1 Chair or 2 Co Chair(s) (appointed)
2. NAPANc Treasurer
3. Members with interest in fundraising representing the NAPANc regions

Terms of Membership:

1. The Nominations Committee will seek a Chair and members for the Fundraising Committee as required. Terms will be two years with the option of renewing one further two year term.
2. Members will submit their Provincial PeriAnesthesia Membership information to the Chair annually or as changes occur during the year.
3. The standard method of communication between members will be email and Skype and or OOvOO.

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4. Members will support consensus decisions made by the Fundraising Committee and reflect these decisions during professional interactions.
5. The members will be role models and reflect NAPAN© Mission, Values and Nursing Paradigm during professional interactions.
6. Members who have breached Terms of Membership will be notified by the Chair. The Chair will notify NAPAN© Executive Committee of the breach.

Fundraising Jurisdictions

1. A national company or association is defined as one, which operates in more than one province, territory or jurisdiction.
2. A provincial or territorial company or association is one, which operates within one province, territory or jurisdiction.
3. A local company or association is one, which operates within a designated city, town or village.

Procedures and Responsibilities:


1. A member must declare a conflict of interest related to any item of business that comes before a meeting.
2. The Chair will submit an annual budget for the next business year to the Treasurer outlining the anticipated expenses necessary for activities of the Fundraising Committee by March 31 of each year.
3. The Chair will be responsible for developing the Agenda, reviewing Minutes and other material to be presented at the Fundraising Committee meetings prior to each meeting.

Frequency of Meetings:

1. Meetings will be held ten times a year at the call of the Chair.

Fundraising Approval

1. NAPANc Fundraising Committee must seek approval from a provincial/territorial perianesthesia group in order to fundraise from their provincial/territorial/jurisdictional companies or associations.
2. Before a provincial/territorial perianesthesia group approaches a national company or association operating in their jurisdiction, the provincial/territorial/jurisdictional perianesthesia group must seek approval from the Fundraising Committee.

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3. When a national company or association is prepared to fund a provincial/territorial/jurisdictional PeriAnesthesia group, the provincial/territorial/jurisdictional group must inform the Fundraising Committee or the Executive Committee.

1. Ethical Responsibilities

3.1 NAPANc will refer to “Imagine Canada's Ethical Code Program” for guidance in our fundraising undertakings. See www.imaginecanada.ca

3.2 NAPANc may pay a membership fee to another association in order to receive that association’s information and to support their objectives.

Signatures of Chairs:

Chair NAPAN© Fundraising Committee

Date

Signatures:

President of NAPAN©
Chair NAPAN© Executive Committee

Date

1/10/12: lvi