

Terms of Reference

Committee Name	Interdisciplinary Trauma Network of Canada
Committee Chair(s)	Chair is elected by ITNC membership as (president elect 2 years then president 2 years followed by immediate past president 1 year)
Type	Standing
Purpose	The purpose of ITNC is to work in collaboration with the TAC to shape the future of Canadian trauma systems. Through its leadership the ITNC actively promotes and supports the achievement of excellence in trauma systems.
Scope	The ITNC Executive shall manage the affairs of the ITNC and shall have charge of annual meetings and any special general meetings. Special committees may be appointed as necessary
Authority	Questions arising at any meeting of the Executive Committee shall be decided through a process of discussion and consensus. If consensus cannot be reached, the matter will be put to the ITNC membership for voting. A 50%+1 majority of votes by the ITNC membership shall determine the final decision. Annual general meeting voting shall be decided by a majority of votes of active members present and on line votes except where a change in bylaws is required in which case 50%+1 majority will be required by a show of hands at the discretion of the President or upon the request of a member, a roll call or written evaluation may be utilized.
Membership	ITNC members are comprised of interdisciplinary trauma healthcare providers and/or specialists. All members of the ITNC MUST be a TAC Member or Affiliate in good standing Executive of ITNC: The officers of the ITNC subgroup shall be the president, president-elect, immediate past president, secretary, and six members-at-large (one representing TRISC, and another representing pediatrics). The members at large should, where possible, represent a cross section of the country.

	<p>The election of the executive shall take place by secret ballot at the annual meeting by voting members. ITNC members unable to attend the annual meeting will be able to vote online prior to the meeting. The ITNC officers will be elected by majority vote. The officers of the association shall be elected at the annual meeting by a majority of the voting members present. Nominees for president-elect position must be from the current executive or previous executive experience. The president and president-elect shall serve for a term of two years in each capacity. The past president shall serve a 1 year term. The officers of the executive will serve a term of 2 years in office and are qualified for re-election.</p> <p>All the officers of the association are subject to removal from office at any time, with or without cause, by resolution of the ITNC executive committee.</p> <p>If an executive member leaves the position before the end of term, the ITNC executive may assign another ITNC member to the role until voting at the next annual meeting.</p>
Meeting arrangements	<p>Executive meetings are held bimonthly throughout the year except during the summer. More meetings are held as necessary. Minutes of ITNC executive meetings shall be distributed electronically to ITNC executive members within 30 days of the meeting's conclusion.</p> <p>The ITNC will hold an Annual Meeting in conjunction with the Trauma Association of Canada's Annual Scientific Meeting, as established by the TAC Executive Committee. The annual meeting of ITNC shall include: a) professional education and development sessions, b) general business and strategic planning sessions. The minutes will be posted to the ITNC member only section of the TAC website</p>
Quorum	<p>A quorum for meetings of the ITNC executive shall be four Executive Members.</p> <p>For annual general meeting quorum is 30% of paid active members.</p>

Reporting	Reports through TAC Board of Director (BOD) responsible for ITNC. A copy of the minutes of the ITNC Executive Meetings will be distributed by email to TAC BOD. The TAC BOD is invited to attend all ITNC executive meetings.
Resources and budget	ITNC has no separate funds within the TAC budget. ITNC subcommittee works with TAC BOD for funding of the ITNC preconference day of the annual TAC Scientific Meeting and Conference, and other approved expenses.
Deliverables	<ul style="list-style-type: none"> • Newsletter to ITNC members twice a year • Annual general meeting in conjunction with TAC Annual Conference • Website resources for members updated (Maintain Trauma Program Resource- this is a website resource sample) • Networking and collaboration opportunities
Date of Approval	
Next Review Date	June 2021