

## Terms of Reference

<b>Committee Name</b>	Interdisciplinary Trauma Network of Canada
<b>Committee Chair(s)</b>	Chair is elected by ITNC membership as (president elect 2 years then president 2 years followed by immediate past president 1 year).
<b>Type</b>	Standing
<b>Purpose</b>	The purpose of ITNC is to work in collaboration with TAC to shape trauma systems in Canada. Through its leadership, the ITNC actively promotes and supports the achievement of excellence in trauma systems along the continuum of care from injury prevention to rehabilitation.
<b>Scope</b>	<p>The ITNC Executive shall manage the affairs of the ITNC and shall have charge of annual meetings and any special general meetings.</p> <p>Special committees may be appointed as necessary.</p>
<b>Authority</b>	<p>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.</p> <p>Annual general meeting voting shall be decided by a majority of votes of active members present and online 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.</p>



## Membership

ITNC members are comprised of interdisciplinary trauma healthcare providers. 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 (members at large will include: TRISC president, IP chair, and Pediatrics group chair). The members at large should, where possible, represent a cross section of the country.

The ITNC president will sit as a full member of the TAC BOD for the duration of their term and report updates from the TAC BOD to the ITNC executive team.

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. Nominees for the president-elect position must be from the current executive or have been a previous executive team member. 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.

All the officers of the association are subject to removal from office at any time, with cause, for example, consistent lack of participation or disrespectful behaviour towards other members, by resolution of the ITNC executive committee.

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.



<b>Meeting arrangements</b>	<p>Executive meetings are held bimonthly throughout the year except during the summer. Ad hoc 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>
<b>Quorum</b>	<p>A quorum for meetings of the ITNC executive shall be four Executive Members.</p> <p>Annual general meeting, quorum is 30% of paid active members.</p>
<b>Reporting</b>	<p>An annual report of ITNC Executive Meetings will be distributed by email to TAC BOD. Members of the TAC BOD are invited to attend all ITNC executive meetings.</p>
<b>Resources and budget</b>	<p>ITNC has no separate funds within the TAC budget. ITNC subcommittee works with TAC BOD for funding of the ITNC pre-conference day of the annual TAC Scientific Meeting and Conference, and other approved expenses.</p>
<b>Deliverables</b>	<p>At a minimum but not limited to:</p> <ul style="list-style-type: none"><li>● Newsletter to ITNC members twice a year</li><li>● Annual general meeting in conjunction with TAC Annual Conference</li><li>● Website resources for members (Bi-annual on-line education sessions)</li><li>● Networking and collaboration opportunities</li></ul>
<b>Date of Approval</b>	
<b>Next Review Date</b>	April 2024