

Terms of Reference

Advocacy Committee

Preamble/Purpose

From time to time CIPHI Alberta Branch needs to identify, discuss and draft responses to environmental public health issues that may require a response to the public or media. CIPHI Alberta Branch also has the mandate to identify and develop opportunities to advocate and promote the Environmental Public Health Profession. The committee helps accomplish these tasks in association with the branch executive.

Responsibilities/ Required Duties

- Advocate and promote on behalf of the environmental public health profession.
- Draft and form responses for submission to the executive to environmental public health issues at the request of the Alberta branch executive or as the committee sees fit.
- Identify issues pertaining to environmental public health and communicate issues through the Executive to involved parties, including but not limited to, Alberta branch membership, the public, the media and other potential stakeholders.
- Take direction when necessary from the executive regarding advocacy issues.
- Provide a report to each regular general meeting of the Alberta branch covering matters regarding advocacy activities since the previous regular general meeting.
- Submit proposed budget to the treasurer for the upcoming year by the end of December.

Membership

Regular, retired, life or student members are eligible to serve on the committee. Committee chairperson will be appointed by the Alberta branch executive.

Length of Term

The length of term for the chairperson shall be two years.

Operation

- Draft correspondence for use by the Alberta branch executive in a timely manner.
- During times of response to an environmental public health issue, the chairperson should, as appropriate, ask committee members to provide feedback regarding the responses provided to the Alberta branch executive.
- Between responses to environmental public health issues, the chairperson should, where appropriate, ask committee members to identify and develop opportunities to advocate or promote the environmental public health profession.
- Meetings will be held as required at the call of the chairperson.

Benefits

- Committee chairperson who meets the criteria as set out in the terms of reference are eligible for full reimbursement for CIPHI membership dues and choosing 2 of 4 benefits at 50% of the cost. These benefits are as follows:
 - 1) Branch workshop (early bird registration)
 - 2) Branch sponsored social event
 - 3) Branch golf tournament
 - 4) AEC registration (early bird rate)

* Reimbursement can be made with original receipts submitted to the branch treasurer

These terms of Reference will be reviewed at least once a year and at anytime requested by members of Alberta Branch CIPHI and may be amended for any purpose agreed to by the Association Executive or membership. Last reviewed: October 2016

