

Terms of Reference

CIPHI Alberta Representative to the Board of Certification

Preamble/Purpose

The Board of Certification (BOC) is the organizational body that establishes standards of training, both academic and practical, for persons entering the field of environmental public health in Canada. Further the BOC is responsible for granting the Certificate in Public Health Inspection (Canada) on behalf of the Canadian Institute of Public Health Inspectors (CIPHI) to those persons who have completed training and succeed in the certification examination. The certification process guarantees that the highest standards for entry into the profession are met.

In order to ensure representation from across Canada, each provincial branch of CIPHI, including CIPHI Alberta, will nominate one person to act as their representative on the BOC. The representative to the BOC shall act on the behalf of the executive and membership of CIPHI Alberta; always acting with the best interests of CIPHI Alberta in mind.

Appointment

- Pursuant to the regulations governing the Board of Certification of Public Health Inspectors, each provincial branch of CIPHI may nominate a person for appointment to the BOC.
- The nomination of the CIPHI Alberta representative to the BOC shall be conducted by the Executive Board of CIPHI Alberta.
- Following nomination by the Executive Board of CIPHI Alberta, the nominee must be ratified by the National Executive Council (NEC) before they are considered to be appointed to the BOC.

Responsibilities/Required Duties

- Attend and participate in all scheduled meetings and teleconferences of the Board of Certification.
- Obtain and maintain familiarity with:
 - the Bylaws of CIPHI Alberta, and
 - the regulations respecting the Certificate in Public Health Inspection (Canada) and governing the Board of Certification of Public Health Inspectors
 - the administration policies of the Board of Certification
- Represent the interests of the members of CIPHI Alberta to the best of their own abilities.
- Participate in the professional advisory committee for Concordia University College.
- Communicate with Concordia University College to provide an introduction to the BOC process, oral exam, practicum and reports to the students.
- Communicate with the exam coordinator for Alberta on a regular and timely basis to inform them of any actions or decisions of the BOC.
- Communicate with the executive of CIPHI Alberta on a regular and timely basis to inform them of any actions or decisions of the BOC.
- Submit a summary report to each general meeting of CIPHI Alberta that details the status of issues and decisions of the BOC since the last submitted summary report.
- Maintain membership within CIPHI for the balance of the appointed term.
- Adhere to the CIPHI code of ethics

Eligibility for Nomination

The CIPHI Alberta representative to the BOC shall be a regular, retired or life member who has indicated that their designated home branch is CIPHI Alberta. This shall include members residing in Alberta, the Northwest Territories and Nunavut.

Length of Term

Three (3) years.

Pursuant to the regulations governing the Board of Certification of Public Health Inspectors, a representative can serve no more than two terms.

Review

The incumbent CIPHI Alberta representative to the BOC shall be reviewed on an annual basis by the executive of CIPHI Alberta to ensure that the standards of this term of reference are complied with.

Benefits

- Representative 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 golf tournament
 - 3) Branch sponsored social event
 - 4) AEC registration (early bird rate)
 - 5) Travel costs to Alberta Branch AGM

* Reimbursement can be made with original receipts submitted to 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