

Terms of Reference

Environmental Public Health Week

Preamble/Purpose

Environmental Public Health Week (EPHW) is a national event that is held once a year to promote the profession of Environmental Public Health and highlight some of the ongoing and emerging public health issues our profession addresses. Purpose of this committee is to develop and distribute promotional materials in relation to EPHW and to coordinate and carry out any activities occurring in relation to EPHW. This committee works with the Advocacy Committee and Zone Councilors to identify and develop opportunities to advocate and promote EPHW both internally to the profession and externally to the general public. EPHW activities are subject to the approval of the Alberta branch executive.

Responsibilities/ Required Duties

- Advocate and promote EPHW and the profession of Environmental Public Health.
- Draft requests for proclamation of EPHW.
- Once approved, submit requests for proclamation of EPHW to major political figures such as Mayors, MLA's, and the Ministry of Health.
- Use the letters of proclamation to reinforce the importance of our profession to the intended recipient.
- Coordinate and implement (when appropriate) any activities in relation to EPHW.
- Take direction when necessary, from the executive regarding EPHW issues.
- Develop ideas for, and purchasing/distribution of, promotional materials in relation to EPHW, including posters developed and distributed by CIPHI National.
- 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.
- While drafting promotional materials, the chairperson shall ask for input from committee members, advocacy committee members and zone councillors.
- Final approval of all promotional items including letters of proclamation, billboards advertisements, posters and any other materials in relation to EPHW shall be approved by the Alberta branch executive before distribution.
- All expenses related to EPHW shall be approved by the Alberta branch executive before being incurred.
- 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 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

