

## Terms of Reference Education Committee

### Preamble/Purpose

The field of environmental public health is one that is continually changing. The branch recognizes that education is an important and integral component of our professional development and supports the CIPHI National continuing professional competencies program. The branch will support an annual educational event for its members and invited guests. All members are encouraged to be active in establishing or voicing their educational needs. The topics presented at the event should be those which have been selected by the education committee.

### Responsibilities/ Required Duties

- Provide an annual educational opportunity for environmental public health professionals.
- Assess environmental public health professional education needs and topics of interest at the request of the Alberta branch executive, branch members or as the committee sees fit.
- Assist the zone education committee with activities relating to the annual workshop.
- Take direction when necessary, from the executive regarding core competency requirements and education issues.
- Provide a report to each regular general meeting of the Alberta branch covering matters regarding education 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

- Establish a date and location for the annual education workshop.
- Solicit the local zone representatives for zone workshop chair and other volunteer positions and assist in topic/speaker procurement.
- Provide a tentative agenda to the executive
- Meetings will be held as required at the call of the chairperson or zone chair.

### 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 golf tournament
  - 3) Branch sponsored social event
  - 4) AEC registration (early bird rate)
  - 5) Travel to 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

