

Terms of Reference

Membership Committee

Preamble/Purpose

The Purpose of the membership committee is to promote and maintain CIPHI membership for Environmental Public Health Professionals in Alberta.

Responsibilities/Required Duties

- Attend and participate in meetings of the executive board as requested.
- Present and submit a committee report at each general meeting of the branch that describes the number of persons, type of membership in each zone.
- Organize and run the membership draw for AEC registration.
- Actively encourage members to renew their membership with the Canadian Institute of Public Health Inspectors.
- Actively encourage members to become members of the Canadian Institute of Public Health Inspectors.
- Promote the benefits of membership.
- Act on special requests advised by the President.
- 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 from the members of the committee.

Length of Term

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

Operation

- As set out in the Bylaws of the Canadian Institute of Public Health Inspectors (Alberta Branch).

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 cost to the AGM

*Reimbursement can be made with original receipts submitted to treasurer