

## **Terms of Reference**

### **Newsletter Committee**

#### **Preamble/Purpose**

As stated in the bylaws of the Canadian Institute of Public Health Inspectors (Alberta branch), in the pursuit of its objectives the association may authorize the publishing of a newsletter on a periodic basis.

#### **Responsibilities/Required Duties**

- Ensure the periodic publication of a newsletter that promotes the objectives of the Association and the profession.
- Set policies regarding administrative matters including the frequency of publication, the size of each issue and the method of distribution of copies.
- Select material for publication provided that material is within the objectives of the Association.
- Provide a report to each regular general meeting of the Association covering matters regarding publication of newsletters 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.  
The editor/chair will be appointed by the Alberta branch executive.

#### **Length of Term**

The length of term for the editor/chair shall be two years.

#### **Operation**

- The editor(s) will be responsible for the publication of the newsletter. If there is more than one editor appointed, one of the editors must be appointed committee chair.
- Publication dates are variable, and may follow the schedule of winter, spring, summer and fall issues. There should be a minimum of two editions published each year.
- The editor will provide an opportunity for members of the committee to review each edition of the newsletter before it is circulated.
- Once each issue is completed, the editor(s) will be responsible for ensuring the newsletter is provided to all members of the association in a timely manner.
- In times between the publication of issues, committee members provide feedback on the general direction, design and general content of the newsletter.
- As set out in the Bylaw 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 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 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

