

## **Terms of Reference**

### **Alberta Branch Past President**

#### **Preamble/Purpose**

With the past experience and involvement in the many activities serving as President of the Branch, the Past President will advise and maintain the direction of the branch to the current President and President Elect of the association.

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

- Serve as an advisor to the Executive Board to provide a historical continuity and context on issues under discussion.
- Serve as a chair of the bylaw review committee.
- Serve as a chair of the awards committee.
- Assume the duties of President Elect, should the person in that position be unable to perform the function of the position.
- Submit proposed budget to the treasurer for the upcoming year by the end of December.

#### **Membership**

Regular, retired or life members

#### **Length of Term**

The Length of term shall be one year, with the option of staying on for a second year.

#### **Operation**

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

#### **Benefits**

- Association Executive who meets the criteria as set out in the Terms of Reference is eligible for the following:
  - 1) Full reimbursement of CIPHI membership dues
  - 2) Full reimbursement of CIPHI Branch Workshop Registration (early bird)
  - 3) Full reimbursement for cost incurred for branch executive meetings
  - 4) Full reimbursement for cost incurred for association meetings
  - 5) 75 % of Branch golf tournament registration fee (early bird).
  - 6) 75 % of Branch sponsored social event
  - 7) Full reimbursement on AEC registration once per term

\* Reimbursement can be made with original receipts submitted to the treasurer