

Terms of Reference

Alberta Branch President

Preamble/Purpose

The President is the primary representative of the Association and shall represent the Association to the best of his or her ability.

Responsibilities/Required Duties

- Serve as a public spokesperson for the association and express the position of the association on issues related to environmental public health.
- Preside at all meetings of the association, association executive and executive board or name a member of the executive board to act on his or her behalf.
- Participate as an ex-officio member on all committees.
- Represent the association at meetings of the CIPHI National executive council.
- Provide the association executive with regular updates on the activities of the CIPHI National executive council.
- Respond on demand to all issues regarding a response from the branch or delegate a committee to develop a response to the issues.
- Delegate responsibilities to other members of the executive board as needed.
- Represent the Branch on the Concordia University College advisory meetings.
- Work in close contact with the Past President and President Elect.

Membership

Regular, retired or life members

Length of Term

The length of term shall be two years.

The Branch President should not hold two or more offices at the same time.

Operation

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

Benefits

The Branch President is eligible for **full** reimbursement of the following costs:

- 1) CIPHI membership
- 2) Early Bird registration for branch workshops
- 3) Branch Executive Board meetings.
- 4) Association Meetings
- 5) Branch golf tournament fee
- 6) Branch sponsored social event
- 7) CIPHI AEC early bird registration
- 8) CIPHI AEC golf social event registration (early bird rate)
- 9) CIPHI AEC guest tickets (1 each) for awards luncheon, and presidents banquet

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CIPHI ALBERTA BRANCH

Introduction

The purpose of this terms of reference is to define the goals, tasks, roles and responsibilities, and benefits of the association executive and committee chairperson.

The terms of reference include the following sections:

- Purpose/preamble
- Responsibilities/required duties
- Membership
- Length of term
- Operation
- Benefits
- Review timeline/changes

All terms of reference will be reviewed 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.

Definitions

Within these terms of reference, the term:

"Association" means the Canadian Institute of Public Health Inspectors (Alberta Branch).

Association Executive means the association executive established in accordance with the by-laws of the association which consists of the President, Vice President, Immediate Past President, Secretary and the Treasurer.

Executive Board means the executive board of the association established in accordance with the by-laws of the association, which currently consists of the association executive and the zone councilors.

Executive Council means the national executive council of the institute.

Institute means the Canadian Institute of Public Health Inspectors, a national corporate body established under the statutes of Canada