

Terms of Reference

Alberta Branch President Elect

Preamble/Purpose

The President Elect of the Association primary purpose is to assist the President and act on his or her behalf in the event that he or she is unable to participate in the identified activity.

Responsibilities/Required Duties

- Act for the President should the President be elected to the position of President of the National Executive Council or if the President is unable to carry out the duties assigned to the office.
- Participates with national CIPHI as much as possible including providing a supportive role to the President (to facilitate and become familiar with NEC, to review operations and bylaw and attending meetings in person).
- Participate and respond to environmental public health issues on a provincial level.
- Act for the President in the event that the President is absent.
- Orientate new executive members.
- Ensure all branch committees submit regular written reports to the executive board.
- At the request of the President, the President Elect shall submit a written report highlighting activities of the Branch to the editor of the Environmental Health Review.
- Participate on various committees.

Membership

Regular, retired or life members are eligible to serve as President Elect

Length of Term

The length of term shall be two years

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 per term (early bird)
- 8) Full cost incurred for NEC meetings