

Terms of Reference

Alberta Branch Secretary

Preamble/Purpose

The executive secretary has a myriad of administrative duties. Executive secretary must have a broad level of skills and be creative in managing new situations.

Responsibilities/Required Duties

- Attends and keeps minutes of all meetings of the association and association executive.
- Maintain charge of the seal of the association.
- Maintain charge of all correspondence of the association and deal with it in accordance with the direction of the President and Executive Board.
- Participate in the website and newsletter committees as needed.
- Keep a register of all members and student members concerns.
- Send notices of various meetings to the members and student members concerned.
- Ensure the association maintains compliance with the Societies Act, whereby a statement of the association's list of officers, assets and liabilities, and audited finances, addresses for communications and any change in the bylaws must be filed with the registrar of the Government of Alberta.
- Distribute copies of the minutes to the members within a month of regular general meetings and within two weeks of the executive meetings.
- Provide the chairman with assistance in preparation of the agenda advice on meeting procedure, reference material, and information retrieved from records.
- Arrange or assist in arrangements for location of meetings.
- Adhere to CIPHI Code of Ethics

Membership

Regular, retired or life members

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 for 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 Early Bird registration once per term