

Terms of Reference

Zone Councilor

Preamble/Purpose

A volunteer position that represents the views of the members within their respective zones.

Responsibilities/Required Duties

- Undertake any special responsibilities or duties assigned by the President.
- The zone councilor(s) of the Alberta Branch shall:
 - Attend or participate in the meetings of the executive board.
 - Represent the interests of the members within their respective zones.
 - Conduct zone meetings as necessary to meet the requirements of the bylaws and serve the needs of zone members.
 - Inform members, on a timely basis, of any actions or decisions of the Branch or the Executive Board.
 - Present and submit a zone report at each general meeting of the Branch that describes the status of issues and events within the zone. The content of the report shall meet the criteria as indicated in the 'Submission of Written Zone Reports'.
 - Communicate to the executive board and other zones the particulars of events, seminars, workshops, conferences, info-shares, etc., that are scheduled within the zone.
 - Inform the membership committee or President of potential new members within the zone so that 'Welcome' letters can be issued.
 - Encourage members to renew their membership within the zone.
 - Gain and maintain familiarity with the by-laws of the Branch
 - Maintain member-in-good-standing status in the Institute and renew membership before March 31st of each year.
 - Promote the benefits of membership.

Membership

Regular, retired or life members are eligible to serve as zone councilors

Length of Term

The length of term shall be two years

An individual shall not hold the position of Zone Councilor for more than two consecutive terms.

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)

Submission of Written Zone Reports

Zone Councilors are required to submit written reports for presentation at each of the General Meetings. The report should cover significant issues and activities within the Zone, including both Branch-related and employer-related items. Examples of such items include:

- Updates on Zone Meetings and Info-Shares,
- Significant events that would be of interest or value to other members (CD investigations, court cases, achievements, etc.), or
- Personal or social events (staff movement, marriages or births, etc.)

For the most part, Zone Reports are presented to the membership as information items. In such cases, the Zone Councilor or delegate submits the report and moves acceptance of the report as presented. Once a second has been obtained, the material of the report can be discussed on the floor. The motion is to accept the report as information for discussion – no specific action, commitment or agreement is attached to passing a motion to accept a report.

However, reports should also highlight issues that Zone members believe the Branch or Institute should address. These items might be brought forward in the form of a request or a motion within the report, requiring action by the Branch. Any such actionable within a report, must be raised and addressed separately from the actual report.

As an example: at a Central Zone meeting, the members pass a motion that the Branch should take a position in support of raising the legal drinking age to 21. This motion is outlined in the Zone Report presented at a General Meeting and the Councilor moves acceptance of the report. The motion to accept the report could pass unanimously, but acceptance of the report does not mean there is any agreement or support for the motion presented within the report – unless a subsequent motion, requesting the Branch support raising the drinking age, is brought forward and passed.