

TERMS OF REFERENCE

Alberta BOC Examinations Coordinator

Preamble/Purpose

This volunteer position oversees the planning and organization of the CIPHI Board of Certification examinations twice per year (April and October). The BOC Examinations Coordinator is responsible to the National Board of Certification and the National Executive Council of CIPHI. The BOC examinations coordinator in partnership with the BOC provincial rep reports to the Alberta Branch Executive on exam activities at Association Meetings.

Responsibilities/Required Duties

- Receive correspondence relative to the examination from the National Office
- Work closely with the Alberta Branch representative to the BOC on examination matters
- Effectively communicate with the Alberta Branch representative to the BOC on examination matters
- Notify each accepted candidate of:
 - the location where such candidate will be examined
 - the date and hour when such candidate should report for the Examination
- Select the members of the examination panel or panels in accordance with the provisions contained in the BOC guideline for exam coordinators and examiners
- Be responsible for the physical arrangements for all aspects of the examination
- Ensure that all relevant instructions and information are provided to each examination panel
- Ensure that all examination materials, all reports on the examination of candidates and all other relevant materials are forwarded to the National Office at the earliest possible time following the Examination
- Ensure that the examinations are conducted in a proper manner and in accordance with the relevant sections of this administrative policy and examiner's handbook
- Report to the BOC or CIPHI Alberta Branch executive as required
- Maintain membership in good standing within CIPHI for the balance of the appointed term

Examination Coordinator Skills

- Ability to work independently
- Ability to plan ahead
- Good organization skills
- Good time management skills
- Good verbal and written communications skills
- Ability to keep the information confidential

Requirements

- Minimum of five years Certified Public Health Inspection experience
- Participation as an examiner in at least three previous BOC exams
- Member in good standing in CIPHI
- Support from his/her employer
- Willingness to service a 3-year commitment

Membership

Regular, retired, life or student members are eligible to serve as BOC Examinations Coordinator. The BOC Examinations Coordinator will be appointed by the Alberta branch executive.

Length of Term

- The length of the term shall be three years
- The term length will correspond, as best as possible, with the Annual General Meeting
- An individual shall not hold the position of BOC Examinations Coordinator for more than two consecutive terms*

**At the end of two consecutive terms, if there is no replacement that has come forward, the President or Secretary will email members within that Zone noting an opportunity for service. If there is no replacement available, the existing BOC Examinations Coordinator may conduct another full Length of Term as noted above.*

Operation

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

Benefits

As set out in the CIPHI Alberta Branch Policy, "Branch Executive and Committee Chair Benefits"

These Terms of Reference will be reviewed at least once a year and at any time requested by members of Alberta Branch CIPHI and may be amended for any purpose agreed to by the Association Executive or membership. Last reviewed: August 2019

