

TERMS OF REFERENCE Alberta Representative to the Board of Certification

Preamble/Purpose

The Board of Certification (BOC) is the organizational body that establishes standards of training, both academic and practical, for persons entering the field of environmental public health in Canada. Further, the BOC is responsible for granting the Certificate in Public Health Inspection (Canada) on behalf of the Canadian Institute of Public Health Inspectors (CIPHI) to those persons who have completed training and succeed in the certification examination. The certification process guarantees that the highest standards for entry into the profession are met.

In order to ensure representation from across Canada, each provincial branch of CIPHI, including CIPHI Alberta Branch, will nominate one person to act as their representative on the BOC. The representative to the BOC shall act on the behalf of the executive and membership of CIPHI Alberta Branch; always acting with the best interests of CIPHI Alberta Branch in mind.

Responsibilities/Required Duties

- Attend and participate in all scheduled meetings and teleconferences of the BOC
- Obtain and maintain familiarity with:
 - the Bylaws of CIPHI Alberta Branch, and
 - the regulations respecting the Certificate in Public Health Inspection (Canada) and governing the Board of Certification of Public Health Inspectors
 - the administration policies of the Board of Certification
- Represent the interests of the members of CIPHI Alberta Branch to the best of their own abilities
- Participate in the professional advisory committee for Concordia University of Edmonton
- Communicate with Concordia University of Edmonton to provide an introduction to the BOC process, oral exam, practicum, and reports to the students
- Communicate with the exam coordinator for Alberta on a regular and timely basis to inform them of any actions or decisions of the BOC
- Communicate with the executive of CIPHI Alberta Branch on a regular and timely basis to inform them of any actions or decisions of the BOC
- Submit a summary report to each annual general meeting of CIPHI Alberta Branch that details the status of issues and decisions of the BOC since the last submitted summary report
- Maintain membership within CIPHI for the balance of the appointed term

Appointment

- Pursuant to the regulations governing the Board of Certification of Public Health Inspectors, each provincial branch of CIPHI may nominate a person for appointment to the BOC
- The nomination of the CIPHI Alberta Branch representative to the BOC shall be conducted by the Executive Board of CIPHI Alberta
- Following nomination by the Executive Board of CIPHI Alberta, the nominee must be ratified by the National Executive Council (NEC) before they are considered to be appointed to the BOC

Membership

The CIPHI Alberta Branch representative to the BOC shall be a regular, retired or life member who has indicated that their designated home branch is CIPHI Alberta. This shall include members residing in Alberta, the Northwest Territories and Nunavut.

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 AB representative to BOC 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 AB representative to BOC 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

