

Terms of Reference

CIPHI Alberta Branch Representative to the Council of Professional Experience

Purpose

The Council of Professional Experience (CoPE) provides leadership for the continuing professional competencies program. It is responsible for monitoring, assessing and evaluating Canadian Institute of Public Health Inspectors (CIPHI) member participation in the program to ensure a strong environmental public health professional workforce across Canada.

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

Appointment

- Pursuant to the Regulations governing the CoPE, each provincial branch of CIPHI may nominate a person for appointment to the CoPE.
- The nomination of the CIPHI Alberta Branch Representative to the CoPE shall be conducted by the Executive of CIPHI Alberta Branch.
- Following nomination by the Executive of CIPHI Alberta Branch, the nominee must be ratified by the National Executive Council (NEC) before they are considered to be appointed to the CoPE.

Responsibilities

- Attend and participate in all scheduled meetings and teleconferences of the CoPE.
- Obtain and maintain familiarity with:
 - the *Bylaws of CIPHI Alberta*, and
 - the *Regulations Governing the Council of Professional Experience of the Canadian Institute of Public Health Inspectors*.
- Represent the interests of the members of CIPHI Alberta Branch to the best of their own abilities.
- Communicate with the Executive of CIPHI Alberta Branch on a regular and timely basis to inform them of any actions or decisions of the CoPE.
- Submit a summary report for each General Meeting of CIPHI Alberta Branch that details the status of issues and decisions of the CoPE since the last submitted summary report.
- Maintain membership within CIPHI for the balance of the appointed term.

Eligibility for Nomination

The CIPHI Alberta Representative to the CoPE shall be a Regular 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

Three (3) years

Review

The work of the CIPHI Alberta Representative to the BOC shall be reviewed on an annual basis by the Executive of CIPHI Alberta Branch to ensure that the standards of this Terms of Reference are complied with.

Benefits

The Alberta Representative to the CoPE will be eligible for benefits in accordance with the most recent version of the Executive Benefits Policy.

