

TERMS OF REFERENCE

Alberta Branch 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
- 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 the annual 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 the term shall be two years
- The term length will correspond, as best as possible, with the Annual General Meeting
- An individual shall not hold the position of Zone Councilor for more than two consecutive terms*

**At the end of two consecutive terms, if there is no replacement that has come forward via the existing Zone Councilor, the President or Secretary will email members within that Zone noting an opportunity for service. If there is no replacement available, the existing Zone Councilor 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