

TERMS OF REFERENCE Alberta Education Committee

Preamble/Purpose

The field of environmental public health is one that is continually changing. The branch recognizes that education is an important and integral component of our professional development and supports the CIPHI National continuing professional competencies program.

The branch will support an annual educational event for its members and invited guests. All members are encouraged to be active in establishing or voicing their educational needs. The topics presented at the event should be those which have been selected by the education committee.

Responsibilities/Required Duties

- Provide an annual educational opportunity for environmental public health professionals
- Assess environmental public health professional education needs and topics of interest at the request of the CIPHI Alberta branch executive, branch members or as the committee sees fit
- Take direction when necessary, from the CIPHI Alberta Branch executive regarding core competency requirements and education issues
- Provide a report to the Annual general meeting of the Alberta branch covering matters regarding education activities since the previous regular general meeting
- Submit the proposed budget to the treasurer for each education event hosted by the CIPHI Alberta Branch

Membership

Regular, retired, life or student members are eligible to serve on the committee. The Committee chairperson will be appointed by the Alberta CIPHI Branch executive.

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 Chair 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 Chair may conduct another full Length of Term as noted above.*

Operation

- Establish a date and location for the annual education workshop
- Solicit the local zone representatives for zone workshop chair and other volunteer positions and assist in topic/speaker procurement
- Provide a tentative agenda to the CIPHI Alberta Branch executive
- Meetings will be held as required at the call of the chairperson or zone chair

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