

TERMS OF REFERENCE Alberta Environmental Public Health Week Committee

Preamble/Purpose

Environmental Public Health Week (EPHW) is a national event that is held once a year to promote the profession of Environmental Public Health and highlight some of the ongoing and emerging public health issues our profession addresses. The purpose of this committee is to develop and distribute promotional materials in relation to EPHW and to coordinate and carry out any activities occurring in relation to EPHW. This committee works with the Advocacy Committee and Zone Councilors to identify and develop opportunities to advocate and promote EPHW both internally to the profession and externally to the general public. EPHW activities are subject to the approval of the CIPHI Alberta Branch executive.

Responsibilities/Required Duties

- Advocate and promote EPHW and the profession of Environmental Public Health
- Draft requests for the proclamation of EPHW
- Once approved, submit requests for the proclamation of EPHW to major political figures such as Mayors, MLA's, and the Ministry of Health
- Use the letters of the proclamation to reinforce the importance of our profession to the intended recipient
- Coordinate and implement (when appropriate) any activities in relation to EPHW
- Take direction when necessary, from the executive regarding EPHW issues
- Develop ideas for, and purchasing/distribution of, promotional materials in relation to EPHW, including posters developed and distributed by CIPHI National
- Submit the proposed budget to the treasurer for the upcoming year by the end of December
- Liaison with National Chairman of 'national committee name' to develop and coordinate

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

- Draft correspondence for use by the Alberta branch executive in a timely manner
- While drafting promotional materials, the chairperson shall ask for input from committee members, advocacy committee members, and zone councilors
- Final approval of all promotional items including letters of proclamation, billboards advertisements, posters and any other materials in relation to EPHW shall be approved by the Alberta CIPHI Branch executive before distribution
- All expenses related to EPHW shall be approved by the Alberta branch executive before being incurred
- Meetings will be held as required at the call of the chairperson

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

