

TERMS OF REFERENCE

Alberta Branch Membership Committee

Preamble/Purpose

The purpose of the membership committee is to promote and maintain CIPHI membership for Environmental Public Health Professionals in Alberta.

Responsibilities/Required Duties

- Attend and participate in meetings of the CIPHI Alberta Branch executive, as requested
- Present and submit a committee report at each annual general meeting of the CIPHI Alberta Branch that describes the number of persons, and type of membership in each zone
- Actively encourage members to renew their membership with the Canadian Institute of Public Health Inspectors
- Actively encourage individuals to become members of the Canadian Institute of Public Health Inspectors
- Promote the benefits of membership
- Act on special requests advised by the President

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 from the members of the committee.

Length of Term

- The length of the term for the Chairperson 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 Chairperson 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 Chairperson 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