

TERMS OF REFERENCE

Alberta Branch Secretary

Preamble/Purpose

The executive secretary has a myriad of administrative duties and must have a broad level of skills

Responsibilities/Required Duties

- Attends and keeps minutes of all meetings of the CIPHI Alberta Branch and CIPHI Alberta Branch Executive
- Maintain charge of the seal of the CIPHI Alberta Branch
- Maintain charge of all correspondence of the Association and deal with it in accordance with the direction of the President and Executive Board
- Ensure relevant documents and information is available on the CIPHI Alberta Branch website and shared with members
- Keep a register of all members and student members concerns
- Send notices of various meetings to the members and student members concerned
- Ensure the Association maintains compliance with the Societies Act, whereby a statement of the Association's list of officers, assets, and liabilities, and audited finances, addresses for communications and any change in the Bylaws must be filed with the Registrar of the Government of Alberta
- Provide the chairman with assistance in the preparation of the agenda, advice on meeting procedure, reference material, and information retrieved from records
- Arrange or assist in arrangements for the location of meetings

Membership

Regular, retired or life members are eligible to serve as Secretary

Length of Term

- The length of the term shall be two years
- Term length will correspond, as best as possible, with the Annual General Meeting
- An individual shall not hold the position of Secretary 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 Secretary 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