

TERMS OF REFERENCE Alberta Advocacy Committee

Preamble/Purpose

From time to time CIPHI Alberta Branch needs to identify, discuss and draft responses to environmental public health issues that may require a response to the public or media. CIPHI Alberta Branch also has a mandate to identify and develop opportunities to advocate and promote the Environmental Public Health Profession. The committee helps accomplish these tasks in association with the branch executive.

Responsibilities/Required Duties

- Advocate and promote on behalf of the environmental public health profession
- Draft and form responses for submission to the CIPHI Alberta Branch executive to environmental public health issues at the request of the CIPHI Alberta branch executive or as the committee sees fit
- Identify issues pertaining to environmental public health and communicate issues through the Executive to involved parties, including but not limited to, CIPHI Alberta branch membership, the public, the media, and other potential stakeholders
- Take direction when necessary from the CIPHI Alberta Branch executive regarding advocacy issues
- Provide a report at the annual general meeting of the Alberta branch covering matters regarding advocacy activities since the previous regular annual general meeting
- Submit the proposed budget to the treasurer for the upcoming year by the end of December

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 CIPHI Alberta branch executive in a timely manner.
- During times of response to an environmental public health issue, the chairperson should, as appropriate, ask committee members to provide feedback regarding the responses provided to the Alberta branch executive.
- Between responses to environmental public health issues, the chairperson should, where appropriate, ask committee members to identify and develop opportunities to advocate or promote the environmental public health profession.
- 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