

TERMS OF REFERENCE Alberta Branch Newsletter Committee

Preamble/Purpose

As stated in the bylaws of the Canadian Institute of Public Health Inspectors (Alberta Branch), in the pursuit of its objectives the association may authorize the publishing of a newsletter on a periodic basis.

Responsibilities/Required Duties

- Ensure the periodic publication of a newsletter that promotes the objectives of the CIPHI Alberta Branch and the profession
- Set policies regarding administrative matters including the frequency of publication, the size of each issue and the method of distribution of copies
- Select material for publication provided that material is within the objectives of the Association
- Provide a report at the annual general meeting of the Association covering matters regarding the publication of newsletters since the previous regular annual general meeting

Membership

Regular, retired, life or student members are eligible to serve on the committee. The editor/chair will be appointed by the Alberta branch executive.

Length of Term

- The length of the term for the Editor/Chair 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 Editor/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 Editor/Chair may conduct another full Length of Term as noted above.*

Operation

- The editor(s) will be responsible for the publication of the newsletter. If there is more than one editor appointed, one of the editors must be appointed the committee chair
- Publication dates are variable and may follow the schedule of winter, spring, summer and fall issues. There should be a minimum of two editions published each year
- The editor will provide an opportunity for members of the committee to review each edition of the newsletter before it is circulated
- Once each issue is completed, the editor(s) will be responsible for ensuring the newsletter is provided to all members of the association in a timely manner
- In times between the publication of issues, committee members provide feedback on the general direction, design and general content of the newsletter

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