

Alberta Branch Accountability Policy

Preamble/ Purpose

The purpose of the Alberta Branch Accountability Policy is to ensure that the executive, councilors and branch representatives meet their duties by attending and actively participating in meetings, completing tasks as assigned, and performing all the duties as required in order to fulfill or further the goals of the organization.

Responsibilities/Required Duties of Executive, Councilors and Branch Representatives

1. Attend and participate in all required meetings. Members should strive to attend meetings whenever possible. If an absence is unavoidable, the board member is responsible for finding a substitute for the meeting. The member must also notify the branch secretary of his or her absence.
2. Board members should complete any assigned work/projects in a timely manner and provide updates as needed.
3. Board members must fulfill the terms of reference for their position.
4. Board members are to fill out the self-reflection form and submit to the President at the end of the branch fiscal year. Further access to benefits (e.g., membership fee reimbursement, conference fee reimbursement) may be revoked or modified based on the contribution of the member.
5. Members should work together towards the common goals of the branch and communicate that work to their zone, their peers and others.
6. Board members shall follow the CIPHI Code of Ethics.

Additional Responsibilities of the President

1. Review self-reflection forms submitted by all executive, councilors and branch representatives at the end of the branch fiscal year.
2. If tasks and functions of the position are not completed or performed properly, the President will be responsible for sanctioning the executive, councilors and branch representatives. Sanctioning may include denial or reduction of benefits as outlined in the Branch Executive and Committee Chair Benefits Policy.

Appendix A

CIPHI Alberta Branch Accountability Self Reflection Form

CIPHI Alberta Branch values the contribution of each of its volunteers and recognizes that without the hard work and commitment of each member of the executive the important work of the branch would not be possible. It is important each volunteer fulfills the terms of reference of their respective roles and works to move our profession forward.

This tool will help you monitor your progress towards fulfilling the duties of your role with CIPHI Alberta Branch, encourage reflection on your success and highlight opportunities for improvement. This tool must be completed annually (at the end of the branch fiscal year) by the executive, councilors and branch representatives.

Self-Reflection Questions

1. In the past year have I been an active member of the Board/Executive? (Attended and contributed to most meetings, completed action items, etc.) Please explain and provide examples of your contributions. [Click or tap here to enter text.](#)
2. In the past year have I met the [terms of reference](#) for my role? Explain. [Click or tap here to enter text.](#)
3. Have I upheld the CIPHI code of ethics? [CIPHI-Code-of-Ethics.pdf](#) Yes No
4. Have I communicated my work and the work of the branch to my zone, my peers and others? Provide examples of how branch work was communicated. [Click or tap here to enter text.](#)
5. Is there anything that impedes me from achieving my goals? [Click or tap here to enter text.](#)

Submit the completed form to president@cipi.ab.ca before the end of the branch fiscal year. Benefits will be approved, denied or modified after review by the president and discussion of any concerns with the executive, councilors and branch representatives.

The president submits their self-reflection to the president elect.

CIPHI Position: _____

Name: _____

Date: _____