

## POLICY

## POLITIQUE

### National Operating Policy # 3

*Subject: Benefits of National Positions*

*Approved: February 22, 2008, by the National Executive Council*

*Revised: January 2023*

*Revised: November 2023*

#### *Objective and Rationale*

The Canadian Institute of Public Health Inspectors recognizes that as an organization, volunteers who freely give of their time and expertise are relied upon to help forward CIPHI's goals and objectives. As such, because those individual contributions are important to the functioning of CIPHI, benefits must be extended to recognize:

- the time spent on CIPHI business; and
- the time spent away from personal business such as family; and
- the work that is required in those positions to advance CIPHI in its goals and objectives.

#### *Specific Operations*

##### **General Procedures**

- Benefits will cover January 1 to December 31, inclusive.
- Benefits will be renewed annually, except where noted.
- Individuals are not obligated to utilize any benefit(s) that may be available to them.
- Any benefit(s) shall be accepted as is without exchange or cash equivalent.
- Benefits not used during the year cannot be carried over into the following calendar year.
- Benefit claims (when required) must be submitted within 30 calendar days of the date of original issue receipt. Failure to adhere to this deadline may cause claims to be rejected.
- Original receipts (when required) must be submitted with all benefit claims without exception to the CIPHI Office.
- This policy does not prevent the NEC from approving benefits and honorariums for any newly created position or for a position that is not explicitly detailed in this policy.

## **Specified Benefits**

### **National Executive Council**

The National Executive Council (NEC) shall be considered to be:

- the National President
- the National President-Elect
- the Immediate Past President and
- Directors of the board

The NEC shall have access to the following benefits:

- Full registration to the Annual Education Conference including early bird registration, travel costs, transport costs to and from the hotel, hotel room costs and per diem reimbursements (meals and incidentals) as per CIPHI's Expense Reimbursement and Cost Sharing Policy (NOP#8).
- One guest ticket for attendance at the AEC President's Banquet.
- If applicable, attendance at face-to-face meetings including travel costs, transport costs to and from the hotel, hotel room costs and per diem reimbursements (meals and incidentals) as per CIPHI's Expense Reimbursement and Cost Sharing Policy (NOP#8).
- Benefits are only transferable in the circumstance when the NEC Director of a formed Branch is unable to attend the AEC and duly appoints a Branch representative for the AEC in their stead by written notification to the National President.

The National President, the National President-Elect and the Immediate Past President also have access to the following benefits:

- Reimbursement of CIPHI membership dues at the membership rate consistent with their home Branches.

### **National Website Editor**

The National Website Editor shall be appointed annually by the NEC to maintain the national website ([www.ciphi.ca](http://www.ciphi.ca)) by the NEC in accordance with the Terms of Reference (Appendix B) established for the position.

The National Website Editor shall have access to the following benefits:

- Honorarium of the amount approved by the NEC during the annual CIPHI budget review.
- Reimbursement of residential internet service to the residence of the website editor, upon submission of receipts
- Early bird registration to the Annual Education Conference, but not including travel costs, transport costs to and from the hotel, hotel room costs or per diem reimbursements.

### **Environmental Health Review Editor**

The Environmental Health Review Editor shall be appointed to edit and publish the Environmental Health Reviews by the NEC.

The Environmental Health Review Editor shall have access to the following benefits:

- Honorariums as per agreed in the signed contract.

### **National Historian**

The National Historian shall be appointed annually by the NEC to manage and maintain the archives of CIPHI in accordance with the Terms of Reference (Appendix A) established for the position. The Historian shall have access to the following benefits:

- Honorarium of the amount approved by the NEC during the annual CIPHI budget review.

### **National Social Media Manager**

The National Social Media Manager shall be appointed annually by the NEC to manage and maintain the social media accounts of CIPHI in accordance with the Terms of Reference (Appendix C) established for the position. The Social Media Manager shall have access to the following benefits:

- Honorarium of the amount approved by the NEC during the annual CIPHI budget review.

### *Accountability*

The National Executive Council is responsible for administration of all benefits as per this policy. The NEC Finance & Audit Committee is responsible for reviewing this policy annually.

### *Attachments / Appendices*

Appendix A Terms of Reference for National Historian  
Appendix B Terms of Reference for National Website Editor  
Appendix C Terms of Reference for National Social Media Manager

*Document Change History*

Approved- February 2008  
Revised – November 15, 2013  
Revised – June 2019  
Revised- January 2023  
Revised- November 2023

## **National Operating Policy # 3 Appendix A**

*Subject: Terms of Reference for National Historian  
Approved: September 2023*

**Position Name:** CIPHI National Historian

**Number of Positions:** One

### **Role**

To collect and preserve historical information regarding the association from its formation in 1913, including the creation and dissolution of branches and/or agencies of the association, key officers of the association, important initiatives of the association, the profession of public health inspection and pertinent health issues which arise from time to time.

### **Qualifications**

- Must be a member of CIPHI (any membership class)
- Skills in archiving, digitization, and records management an asset

### **Appointment**

- The NEC approves the appointment of the National Historian by majority vote.
- The appointment may be rescinded at any time by resolution of the NEC.
- The appointment will be reviewed after a two-year term and may be renewed for subsequent terms.

### **Key Responsibilities**

- Collaborate with the National Executive Council, Board Chairs, and CIPHI Members to preserve and catalogue important documents or minutes and other noteworthy information.
- Liaise with Branch Historians to assist with the collection of important historical information in Branches (e.g., names, dates, photographs, and retention of certificates of incorporation).
- Where Branch Historians have not been appointed, liaise with Branch Presidents or delegates as appropriate.
- Create a historical record of the organization through data collection, creation, and digitization including:
  - i. Interviews with long time and key members of the association.
  - ii. Review of photographs and important documents, minutes, photos, and memorabilia.
  - iii. Creation or collection of records, including images where attainable, of all Branch Presidents, Life Members, Honorary Members, and recipients of CIPHI awards.
- Ensure appropriate storage of and ongoing access to historical documents and artifacts.

- Advise the NEC of any possible budgetary cost requirements related to the collection and preservation and display of historical material or other costs incurred by the Historian. Any expenditures outside of previously budgeted items require NEC approval.
- Submit photos, articles, and other historical information for possible inclusion in Branch newsletters, Branch or National conferences, the Environmental Health Review or via other means of communicating with CIPHI membership.
- Encourage submission of historical information to the Historian.

### **Accountability**

The position is accountable to the CIPHI National Executive Council and will:

- meet with the NEC annually to provide updates and information on the role of the Historian.
- submit an annual written report to be included in the CIPHI Annual General Meeting Report.

## **National Operating Policy # 3 Appendix B**

*Subject: Terms of Reference for National Website Editor  
Approved: September 2023*

**Position Name:** CIPHI National Website Editor

**Number of Positions:** One

### **Role**

The National Website Editor is responsible for the overall management of the <https://ciphi.ca/> website.

### **Qualifications**

- Must be a member of CIPHI (any membership class)
- Skills in web design, hosting platforms, and information technology an asset

### **Appointment**

- The NEC approves the appointment of the National Website Editor by majority vote.
- The appointment may be rescinded at any time by resolution of the NEC.
- The appointment will be reviewed after a two-year term and may be renewed for subsequent terms.

### **Key Responsibilities**

- Update content on CIPHI website as directed by the NEC.
- Check the website editor email daily to ensure requests for updates are promptly addressed.
- Notify the NEC when the website editor will not be available to respond to requests.
- Work with contracted service providers to manage the overall software that runs the website.
- Maintain the domain names (ciphi.ca, ciphi-icisp.ca, icisp.ca, ciphimember.ca) held by CIPHI.
- Assist the NEC with managing the email system (which may include emails for COPE, BOC, and AECs).
- Assist the NEC with managing the NEC email group ([nationalexec@ciphi.ca](mailto:nationalexec@ciphi.ca)).
- Assist the NEC with the moderation of mass distribution communications.
- Assist the branches with their website hosting needs, including any problems that arise, as we utilize a shared webhosting service.
- Submit any invoices for bills or fees relating to website hosting or domain names to the CIPHI Office for payment.

- Update the member names in the Membership Directory on a quarterly basis, or as needed.
- Work closely with the NEC to ensure the website meets the needs of the organization and its members.
- Attend meetings as required with the NEC and contracted service providers.

### **Out of Scope Details**

This position is not responsible for:

- Posting job ads to the Career section of the CIPHI website, as that is maintained by the CIPHI National Office.
- Annual Education Conference websites which are the responsibility of the AEC organizing committees.

### **Accountability**

- The position is accountable to the CIPHI National Executive Council.
- All website usage should align with National Operating Policy #18 *Appendix C Website*.



## **National Operating Policy # 3 Appendix C**

*Subject: Terms of Reference for National Social Media Manager  
Approved: September 2023*

**Position Name:** CIPHI National Social Media Manager

**Number of Positions:** One

### **Role**

Manage messages received through Gmail account [social.media@ciphi.ca](mailto:social.media@ciphi.ca) and CIPHI social media accounts in compliance with National Operating Policy #18 Communications Appendix E.

### **Qualifications**

- Must be a member of CIPHI (Regular, Retired or Life)
- Skills with social media platforms and digital content management an asset.

### **Appointment**

- The NEC approves the appointment of the Social Media Manager by majority vote.
- The appointment may be rescinded at any time by resolution of the NEC.
- The appointment will be reviewed after a two-year term and may be renewed for subsequent terms.

### **Key Responsibilities**

- Check CIPHI and affiliated social media accounts daily.
- Post and repost information relevant to CIPHI. This may include:
  - i. Advocacy campaigns, EPHW.
  - ii. Conferences and events, education sessions and promotions.
  - iii. During conferences, live posting on social media accounts is highly recommended (e.g., tweeting winners/recipients of awards as they are announced, posting pictures, etc.). If the Social Media Manager cannot attend in person, others can provide the material to the Social Media Manager for posting.
- Provide responses to requests as needed and with the assistance of CIPHI office, National or Branch board members when appropriate.
- Flag issues noticed on social media accounts to the office and NEC as appropriate.
- Create engaging content for social media channels, as needed.
- Check with National bodies for approval when necessary.
- Maintain an up-to-date list of social media accounts and access.

- Assist with the development and implementation of social media strategies and campaigns to promote CIPHI and its initiatives (e.g., work with Be The Change Group and the Advocacy Committee, Education Committee).
- Monitor and analyze social media performance. Report on social media analytics as requested by the NEC.
- Stay up to date with the latest social media trends and technologies and recommend new strategies to improve CIPHI's social media presence.

### **Accountability**

The position is accountable to the CIPHI National Executive Council and will:

- Meet with the NEC annually to provide updates and information on the role of the Social Media Manager.
- Submit an annual written report to be included in the CIPHI Annual General Meeting Report.
- Be compliant with National Operating Policy #18 Communications Appendix E.
- Refrain from representing their personal views on CIPHI social media channels.