National Operating Policy # 3

Subject: Benefits of National Positions

Approved: February 22, 2008, by the Board of Directors

Revised: August 2026

Objective and Rationale

The Canadian Institute of Public Health Inspectors recognizes that as an organization, volunteers who freely give 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 Board from approving benefits and honorariums for any newly created position or for a position that is not explicitly detailed in this policy.

Specified Benefits

Board of Directors

The CIPHI Board of Directors (Board) shall be considered to be:

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

The Board 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 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 Vice President 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 for a two year term by the Board to maintain the national website (www.ciphi.ca) by the Board 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 Board 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 Board.

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 for a two year term by the Board 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 Board during the annual CIPHI budget review.

National Social Media Manager

The National Social Media Manager shall be appointed for a two year term by the Board 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 Board during the annual CIPHI budget review.

Accountability

The Board is responsible for administration of all benefits as per this policy.
The Board Finance 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 Revised – June 2025 Revised – January 2026 Revised – August 2026

National Operating Policy # 3
Appendix A

Subject: Terms of Reference for National Historian
Approved: September 2023
Revised: August 2026

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- The appointment may be rescinded at any time by resolution of the Board.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

Key Responsibilities

- Collaborate with the CIPHI Board of Directors, BOC, CoPE 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 Board 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 Board 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 Board and will:

- Meet with the Board 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: August 2026

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 Board approves the appointment of the National Website Editor by majority vote.
- The appointment may be rescinded at any time by resolution of the Board.
- 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 Board.
- Check the website editor email daily to ensure requests for updates are promptly addressed.
- Notify the Board 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 Board with managing the email system (which may include emails for COPE, BOC, and AECs).
- Assist the Board with managing the Directors email group (board@ciphi.ca).
- Assist the Board 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 Board to ensure the website meets the needs of the organization and its members.
- Attend meetings as required with the Board 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 Board.
- 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: August 2026

Position Name: CIPHI National Social Media Manager

Number of Positions: One

Role

Manage messages received through Gmail account 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 are an asset.

Appointment

- The Board approves the appointment of the Social Media Manager by majority vote.
- The appointment may be rescinded at any time by resolution of the Board.
- 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 Board 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 Board.
- 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 Board and will:

- Meet with the Board 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.