

January 1, 2012

Dear BC Branch Executive Council Member:

Please find enclosed a BC Branch Executive Orientation Manual, Table of Contents, Job descriptions, committee workplans and a sample of BC Branch bylaws.

This Orientation Manual was created to assist the BC Branch Executive and help new and existing members to become more familiar with BC Branch activities. We hope the manual helps us to serve our membership more effectively.

The contents of this manual are 'working' documents. The contents are dynamic and should respond to the changing roles and responsibilities of the Branch, the Executive, and to the needs of our members. We encourage your feedback and are always open to your suggestions for improving the manual.

If you are a brand new member to the Branch Executive – **Welcome!** I am certain you will find your time with the executive a rewarding experience. If you have been on the executive for some time I thank you for staying on and continuing to contribute in a positive way to the future of this profession.

Best Wishes,



Gary Tam
President, BC Branch

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BC BRANCH EXECUTIVE

Positions	Name	E-mail Address	Phone Contact
President	Gary Tam	gary.tam@vch.ca	604-233-3217
President – Elect	Crystal Brown	crystal.brown@northernhealth.ca	250-719-6533
Past President	Keir Cordner	keir.cordner@viha.ca	250-331-8603
Treasurer	Kuljeet Chattha	kuljeet.chattha@vch.ca	604-675-3913
Recording Secretary	Jeremy Chow	jeremy.chow@fraserhealth.ca	604-949-7703
Corresponding Secretary	Juliana Gola	juliana.gola@interiorhealth.ca	250-364-6219
Councilor	Greg Baytalan	greg.baytalan@interiorhealth.ca	250-980-5050
Councilor	Rory Beise	rory.beise@viha.ca	250-737-2013
Councilor	Isher Deol	isher.deol@vch.ca	604-675-3843
Councilor	Cole Diplock	cole.diplock@viha.ca	250-737-2010
Councilor	Grace MacIver	grace_maciver@hc-sc.gc.ca	250-470-5144
Councilor	Paul Markey	paul.markey@vch.ca	604-983-6813
Councilor	John Pickles	john.pickles@vch.ca	604-983-6879
Councilor	Kuljeet Rai	kuljeet.raiv@vch.ca	604-676-3800
Councilor – Maternity Leave	Sabrina Sandhu	sabrina.sandhu@vch.ca	604-675-3846
Councilor	Paula Tait	paula.tait@northernhealth.ca	250-645-6234
Councilor	Kelcey Watts	kelcey.watts@vch.ca	604-675-3830

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Officer: <i>President</i>	Department: <i>BC Branch CIPHI</i>
Date: <i>January 1, 2012</i>	Reports to: <i>Membership & National Executive Council</i>
Term: <i>2 Years</i>	Review Date : <i>January 2013</i>
Mandate/Role:	
Oversees the activities of the BC Branch to ensure accomplishment of its mission, goals and direction to maintain the integrity of the Society.	
Key Responsibilities:	
1	<p>Meetings/Committees:</p> <ul style="list-style-type: none"> ● Presiding officer at the Annual General Meeting and Branch Executive Meetings. ● Participates ex-officio on all BC Branch committees. ● Represents the BC Branch on the CIPHI National Executive Council.
2	<p>Specific BC Branch Duties:</p> <ul style="list-style-type: none"> ● Prepares and submits an Annual Report to the BC Branch Annual General Meeting and to the National Annual General Meeting of CIPHI. ● Provides a BC Branch Update to the Editor of the Environmental Health Review 4 times per year. Submission deadlines are as follows: <ul style="list-style-type: none"> ○ Spring - April 1st ○ Summer - July 1st ○ Fall - October 1st ○ Winter - January 1st ● Serves as signing officer, together with the Branch Treasurer, for the BC Branch. ● Serves as official delegate to the Annual Canadian Institute of Public Health Inspectors' Conference. ● Promotes the BC Branch's purpose in the community and to the media. ● Prepares meeting agenda with input from the executive members and membership. ● Recognizes executive members' contributions to the Branch's work. ● Orients new BC Branch executive members. ● Prepare and submit annual a record of documents, correspondences, and/or any CIPHI-related files to the Historian.

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Officer: <i>Past-President</i>		Department: <i>BC Branch CIPHI</i>
Date: <i>January 1, 2012</i>		Reports to: <i>BC Branch President</i>
Term: <i>2 Years</i>		Review Date : <i>January 2013</i>
Mandate/Role:		
Assists the BC Branch President to oversee the activities of the BC Branch to ensure accomplishment of its mission, goals and direction to maintain the integrity of the Society.		
Key Responsibilities:		
1	Meetings/Committees: <ul style="list-style-type: none"> ● Chairs nominating committee for recruitment. ● Acts as alternate for the BC Branch President for NEC duties and required committee work. 	
2	Specific BC Branch Duties: <ul style="list-style-type: none"> ● Supports current BC Branch President. ● Reviews and updates Conference Fund Application Form ● Assists in training new executive members. ● Provides historical continuity. 	

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Officer: <i>President-Elect</i>	Department: <i>BC Branch CIPHI</i>
Date: <i>January 1, 2012</i>	Reports to: <i>BC Branch President</i>
Term: <i>2 Years</i>	Review Date : <i>January 2013</i>
Mandate/Role:	
<p>Assists the BC Branch President to oversee the activities of the BC Branch, to ensure accomplishment of its mission, goals and direction, and to maintain the integrity of the Society. Acts as an alternate in the absence of the President for Branch and National Executive Committee duties.</p>	
Key Responsibilities:	
1	<p>Meetings/Committees:</p> <ul style="list-style-type: none"> ● Presides at meetings, in the absence of the BC Branch President, of the Branch and the Executive Committee. ● Represents the BC Branch on the CIPHI National Executive Council in the absence of the BC Branch Past President.
2	<p>Specific BC Branch Duties:</p> <ul style="list-style-type: none"> ● Acts as a signing officer for the BC Branch. ● Provides a BC Branch Update to the Editor of the BC Page 4 4 times per year. Submission deadlines are as follows: <ul style="list-style-type: none"> ○ Spring March ○ Summer June ○ Fall September ○ Winter December ● Learns the duties of the BC Branch President and maintains a working knowledge in all areas of the Branch's activities. ● Orients the new BC Branch President-Elect. ● Chairs the BC Branch Website Committee. ● Assists in training new executive members.

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Officer: <i>Treasurer</i>	Department: <i>BC Branch CIPHI</i>
Date: <i>January 1, 2012</i>	Reports to: <i>BC Branch President</i>
Term: <i>1 Year</i>	Review Date : <i>January 2013</i>
Mandate/Role:	
<p>The Treasurer shall be responsible for the accounting of funds of the BC Branch, its budgeting process and expenditures. In addition, the treasurer shall perform such duties that pertain to his/her office and as may be prescribed by the Executive Committee.</p>	
Key Responsibilities:	
1	<p>Accounts:</p> <ul style="list-style-type: none"> ● Acts as a financial signing officer for BC Branch. ● Deposits all monies and cheques received, in the BC Branch's Account within 7 days of receipt. ● Disburses, by cheque only, all amounts necessary for the proper conduct of the affairs of the Society within 7 days of receiving an invoice or expense claim. ● Keeps full and accurate accounts of all the BC Branch's receipts and disbursements.
2	<p>General BC Branch Duties:</p> <ul style="list-style-type: none"> ● Serves on the Executive Committee. ● Provides regular reports to the Executive Committee on the financial state of the BC Branch. ● Provides a copy of the balance sheet and financial statement quarterly to the BC Branch President. ● Prepares an annual financial report showing the true financial standing of the BC Branch to be presented to membership at the Annual General Meeting. ● Provides a balance sheet to the Registrar of Companies, annually, as required by the Society Act. This includes providing a copy of approved AGM Minutes, a list of the BC Branch Executive members, a completed application form and the required payment. ● Prepares BC Page Invoices for all Advertisers. ● Orients the new BC Branch Treasurer.

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Officer: <i>Recording Secretary</i>	Department: <i>BC Branch CIPHI</i>
Date: <i>January 1, 2012</i>	Reports to: <i>Branch President</i>
Term: <i>1 Year</i>	Review Date: <i>January 2013</i>
Mandate/Role:	
Records minutes of the BC Branch meetings and carries out all duties which may be prescribed by the Branch Executive.	
Key Responsibilities:	
1	<p>Meetings/Committees:</p> <ul style="list-style-type: none"> Records accurate minutes of meetings using Tahoma Font 12 Records all motions and decisions of meetings. Names of movers and seconders will be omitted from minutes. Records all corrections to minutes. Provides minutes to the BC Branch President within 10 days after the meeting. Circulates approved minutes to the BC Branch President-Elect for posting on the BC Branch Website and BC Branch Historian for archiving.
2	<p>Specific BC Branch Duties:</p> <ul style="list-style-type: none"> Issues notices of all meetings of the Society to the members concerned. Publishes in the notice of the Annual General Meeting, the names of those persons nominated by the Society's Nominating Committee for the positions of National Councilors and National President. Notifies each member in good standing of the Society of all resolutions proposing amendments to the constitution and Bylaws. Such resolutions shall be included in the notice of any General or Special Meeting of the Society as specified in Section 19 of this Bylaw.
3	<p>General BC Branch Duties:</p> <ul style="list-style-type: none"> Serves on the Executive Committee. Orients the new Recording Secretary

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Officer: <i>Corresponding Secretary</i>	Department: <i>BC Branch CIPHI</i>
Date: <i>January 1, 2012</i>	Reports to: <i>Branch President</i>
Term: <i>1 Year</i>	Review Date: <i>January 2013</i>
Mandate/Role:	
<p>Conducts the correspondence of the BC Branch and carries out all duties which may be prescribed by the Branch Executive.</p>	
Key Responsibilities:	
1	<p>Specific BC Branch Duties:</p> <ul style="list-style-type: none"> ● Receive resignation from members of the Society as specified in Section 12 of the BC Branch Constitution and Bylaws. ● Receive petitions in writing from members of the Society for a request of Special Meeting as specified in Section 17 of this Bylaw. ● Send correspondence to newly retired Environmental Public Health Professional(s) in the jurisdictions of the Society. ● Conduct the correspondence of the Society (see Section 31 of this Bylaw). ● Keep or cause to be kept all books as may be required by the Executive Committee, and deliver, if authorized by the Executive Committee, any records to any person named by the Executive Committee. ● Carry out obligation of applicable sections of the Society Act of B.C. ● Be the custodian of the Seal of the Society in such form as the Executive Committee may approve. ● Print copies of the BC Page and mail to retired members of the Society without e-mail.
2	<p>General BC Branch Duties:</p> <ul style="list-style-type: none"> ● Serves on the Executive Committee. ● Orients the new Corresponding Secretary

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BC BRANCH COMMITTEE WORKPLANS

COMMITTEE NAME	Awards
CHAIR	Grace Maclver
MEMBERS	Juliana Gola
General Duties	<p>Maintains registry of Awards</p> <p>Provides Award Certificates to BCIT student award recipients</p> <p>Obtains plaque for Member of the Year award</p> <p>Maintains plaque in good conditions</p> <p>Develops essential Awards to acknowledge notable members in the BC Branch</p> <p>Reviews and updates the nomination process of each award</p>
Notes	<p>Award Plaques: Landmark Recognition 180-2520 Simpson Road, Richmond 604-270-2331</p> <p>Member of the Year Award (Plaque): 7" Acrylic Jade Cross Hatch</p> <p>Alex Nilsson Award (Plaque): 5x7" Jade Angles (ACJ37B)</p> <p>BC Honorary Member Award : 7" Acrylic Jade Sabre (ACJ03B)</p>
Communication	<p>Provides pertinent information on updates to the Website Committee</p> <p>Provides the updated information of the awards, and the recipients' names of the awards to the Historian for recordkeeping</p>

TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE

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BC BRANCH COMMITTEE WORKPLANS

COMMITTEE NAME	BC Centenary Celebration
CHAIR	Keir Cordner
MEMBERS	Ian Stewart Gary Tam Tim Roark (Life) Ken Cooper (Retiree) Paula Tait Crystal Brown Chris Morse (BCIT Student) Zac Der (BCIT Student)
General Duties	Brainstorm and create celebration activities on the 100-year celebration of CIPHI that involves EPHP's in BC. Oversee the developments of activities if they are aligned to the objectives of this Committee. Carry out all logistics and recruitments to ensure these activities are executed smoothly and on time. Collaborate with the Website Committee – BC Branch to disseminate messages on the website. Coordinate and integrate the activities of the BC Branch within the National Centennial Celebration activities. Liaise with the National Centenary Committee on a regular basis. Act on special requests advised by the BC Branch Executives.
Communication	Provides general updates at executive meetings

TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE
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BC BRANCH COMMITTEE WORKPLANS

COMMITTEE NAME	BC Page
CHAIR	Sarah MacDougall (Editor)
MEMBERS	Isher Deol (Associate Editor) Tim Roark (Associate Editor)
General Duties	<p>Assembles Branch newsletter quarterly Sends requests for articles and information to membership three to four weeks before submission deadline Provides electronic version of BC Page to Branch President for circulation Provides hardcopy of BC Page to those members without email access</p> <p>Maintain advertising clients on the BC Page</p>
Communication	Provide an electronic version to the Website Committee for posting

TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE

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BC BRANCH COMMITTEE WORKPLANS

COMMITTEE NAME	Education
CHAIR	Crystal Brown (Northern) John Pickles (Lower Mainland)
MEMBERS	Paul Markey Paula Tait Grace MacIver Kelcey Watts Rory Beise Isher Deol Kuljeet Chattha
General Duties	Organizes annual education conference or education opportunities Forms subcommittees which report to chair
Communication	Provides regular updates to the executives via e-mails and in meetings Provides pertinent information on updates to the Website Committee

TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE

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BC BRANCH COMMITTEE WORKPLANS

COMMITTEE NAME	Finance
CHAIR	Kuljeet Chattha (Treasurer)
MEMBERS	Gary Tam Isher Deol Crystal Brown Kuljeet Rai
General Duties	<p>Provides support and assistance to Treasurer</p> <p>Assists in developing annual reports</p> <p>Maintains knowledge of financial standing of BC Branch</p> <p>Provides coverage during the absence of the Treasurer</p> <p>Assist in developing budget</p>
Communication	Provides general updates at executive meetings

TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE

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BC BRANCH COMMITTEE WORKPLANS

COMMITTEE NAME	Membership
CHAIR	Crystal Brown
MEMBERS	Greg Baytalan Paula Tait Paul Markey Gary Tam
General Duties	<p>Maintains up to date membership list; provides updated list to executive members quarterly</p> <p>Provides renewal reminders to membership; email notice to renew in October, November, December. Uses different media to communicate this information (BC Page, mail outs, e-mail, website etc)</p> <p>Provides expired membership notification in February and March</p> <p>Organizes annual membership drives for upcoming membership year</p> <p>Develops membership strategies throughout the membership year</p> <p>Determines goals to increase membership number</p> <p>Conducts survey on membership trends</p>
Communication	<p>Provides general updates at executive meetings</p> <p>Provides pertinent information on the determined membership number goal to Finance for budgeting before the end of the calendar year</p> <p>Provides the names of the recent retired Environmental Health Professionals to the Corresponding Secretary of BC Branch</p> <p>Provides pertinent information on updates to the Website</p> <p>Committee 4</p>

TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE

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BC BRANCH COMMITTEE WORKPLANS

COMMITTEE NAME	Nominations
CHAIR	Keir Cordner
MEMBERS	
General Duties	Initiates appointment of nominating committee members not less than 30 days prior to the AGM, of not less than three members
Communication	Provides nomination notification to membership; provides copies of request for nominations to Editor of BC Page and to the Website Committee

TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE

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BC BRANCH COMMITTEE WORKPLANS

COMMITTEE NAME	Promotions/Advocacy
CHAIR	Paula Tait
MEMBERS	Gary Tam Crystal Brown Rory Beise Kelcey Watts
General Duties	<p>Initiates activities of Environmental Public Health Week (refer to EPHW Guide)</p> <p>Promotes, through active participation, the Environmental Public Health Profession</p> <p>Provides support, when requested, to participating in career fairs</p> <p>Provides promotional materials</p>
Communication	<p>Provides regular updates at executive meetings</p> <p>Collaborates with Health Authorities' Communication professionals on media releases</p> <p>Provides pertinent information on updates to the Website Committee</p>

TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE

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BC BRANCH COMMITTEE WORKPLANS

COMMITTEE NAME	Social
CHAIR	
MEMBERS	Paula Tait Kelcey Watts Kuljeet Rai
General Duties	Organizes annual Christmas Luncheon Organizes seasonal social events for membership Provides summary and photos of activities to Editor of BC Page whenever possible
Communication	Provides general updates at executive meetings Provides pertinent information on updates to the Website Committee

TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE

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BC BRANCH COMMITTEE WORKPLANS

COMMITTEE NAME	Website
CHAIR	Crystal Brown
MEMBERS	David Butt – Webmaster Cole Diplock
General Duties	<p>Ensures website content remains up to date and relevant</p> <p>Posts all applicable conferences and social events</p> <p>Provides direction to webmaster whenever necessary</p> <p>Reports to executive regarding web content as required</p>
Communication	Follows the Communication Plan (see next page)

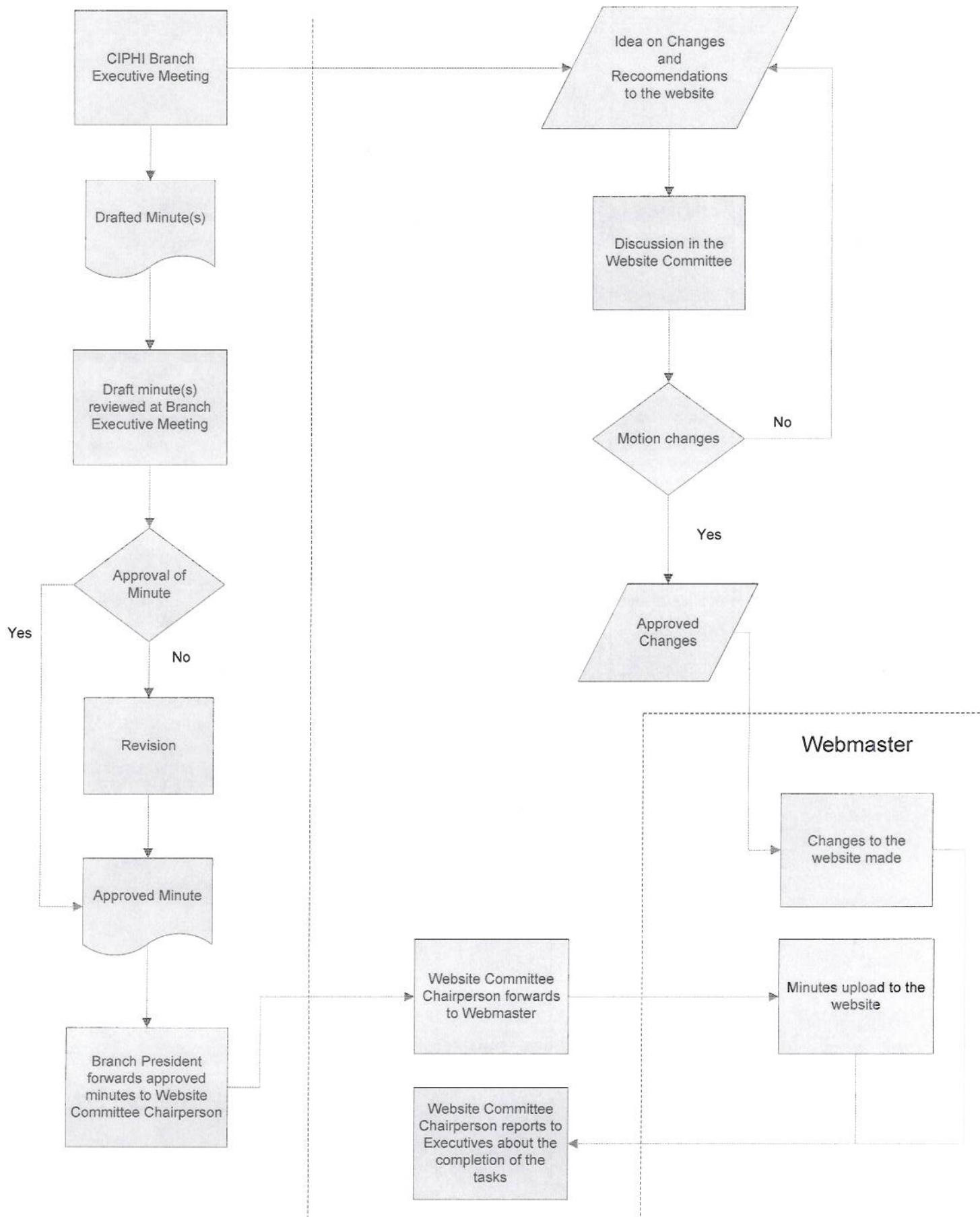
TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE

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Website Committee Communication & Data Processing Plan

CIPHI – BC Branch Executives

Website Committee & Webmaster



CIPHI – BC BRANCH VOLUNTEER APPLICATION FORM

Personal Information

Name: _____
Home Address: _____
Home Phone: (_____) _____

Are you a current CIPHI member in good standing?

Yes No Certificate No. _____

Do you have a valid British Columbia Driver's License?

Yes No

Are you willing to travel to participate in CIPHI activities?

Yes No

Employment Information

Employer: _____
Business Address: _____
Business Phone: (_____) _____
Email: _____

Can we call you at work?

Yes No

Volunteer Interests

What type of volunteer position would you prefer? Please check any/all that may apply.

- | | |
|----------------------------------------------|-------------------------------------------------------------------------|
| Special/Social Events <input type="radio"/> | Coordinating Events with other Health Authorities <input type="radio"/> |
| Managing teams <input type="radio"/> | Participation in annual Education Conference <input type="radio"/> |
| Fundraising <input type="radio"/> | Writing articles for BC Branch web page <input type="radio"/> |
| Promotion & Advocacy <input type="radio"/> | Centenary Celebration <input type="radio"/> |
| Other (Please specify) <input type="radio"/> | _____ |

Thank you for your interest! We will maintain this information on file to help us match your interest to upcoming initiatives.

CIPHI BC Branch Executives

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