

CIPHI National Executive Council Committee Assignments and Positional Appointments

Revised: November 18, 2011

Preamble

Much of the decision-making work of CIPHI is managed through committees. As well, committees serve as an important mechanism for actively involving all NEC members in CIPHI's work, and for board leadership to emerge. When a board member remarks that the board isn't engaging substantive enough issues, that's a sign that he or she hasn't been involved enough by their board committee. The number of committees should be limited so that individual workloads can be kept manageable. If board members sit on too many committees; their time is spread too thin for the committees to be effective. (McNamara, 2010)

For every Committee, the following should be considered:

- The description of the purpose of the Committee
- The tasks of the Committee which can be written as goals, with measurable outcomes
- The beginning and ending of the work of the Committee
- The people involved and how they relate to each other
- Must have a Committee lead with term limits
- Any requirement for the President or staff time
- Any financial requirements
- Regular and final reporting obligations. (Association Expertise Inc., 2010)

There are two types of Committees that are formed:

- Standing: Existing at all times to support and facilitate the day-to-day operations of the organization
- Ad hoc: Established and structured when needed

Standing Committees										
<i>Deals with core operational functions of CIPHI, i.e. without them we are not fulfilling our mission as an organization. (Bolded names indicate current NEC members)</i>										
Name	Objective	Frequency of activity & estimated time commitment per week when active	Lead	Members	Red cells = positions that <u>should</u> be filled to equalize amount of work					
Advocacy and Translation	<i>Identifies opportunities to advocate for and/or promote the profession and science of Environmental Public Health in general or CIPHI specifically</i>	<ul style="list-style-type: none"> • Intermittent throughout the year • 2 hrs per week when in operation 	Darcy CHRISP (MB)	Oumar BA (QC)	Peter HEYWOOD (ON)	Stéfane GRAVELLE (MB)				
Environmental Public Health Week	<i>Provides leadership and guidance for development of EPH Week materials and delivery of EPH initiatives nationally</i>	<ul style="list-style-type: none"> • 6 months prior to + 1 month subsequent to EPH Week for wrap-up • 2 hrs per week when in operation 	Jason MACDONALD (AB)	Sara TIMPA (NL)	Oumar BA (QC)					
Communications	<i>Provides leadership in external communication initiatives to ensure messages are consistent and corporate branding exists</i>	<ul style="list-style-type: none"> • Ongoing • 2 hrs per week 	Peter HEYWOOD (ON)	Oumar BA (QC)						
Public Website	<i>Administers and updates the website with contemporaneous information from all business units of CIPHI</i>	<ul style="list-style-type: none"> • Ongoing • 5 hours per week 	Mike LEBLANC (MB)	Darcy CHRISP (MB)						
Member Service Centre	<i>Responsible for the development and assessment of the Member Service Centre</i>	<ul style="list-style-type: none"> • Ongoing • 5 hours per week 	Cameron WEIGHILL (ON)	Ken DIPLOCK (ON)	Keir CORDNER (BC)					
Constitution and Bylaws & Policy	<i>Ensures compliance with the Constitution of CIPHI as well as ensures organizational paperwork (Policies, Terms of Reference, etc.) is kept current</i>	<ul style="list-style-type: none"> • Ongoing • 2 hrs per week 	Ryan PHILIPATION (SK)	Gary TAM (BC)						
Finance and Audit	<i>Monitors the financial status of the organization and ensures fiscal responsibility through engagement of auditors</i>	<ul style="list-style-type: none"> • Ongoing • 2 hrs per week 	Gary TAM (BC)	Ryan PHILIPATION (SK)	Mark ALLEN (NB)	Jason MACDONALD (AB)	Keir CORDNER (BC)			
Membership	<i>Identifies new members and ensures engagement and service provision for current members. Provides a summary report at the AGM.</i>	<ul style="list-style-type: none"> • Ongoing • 1 hour per week 	Ken DIPLOCK (ON)	Mark ALLEN (NB)						

Ad Hoc Committees									
Deals with specific tasks and/or topics. (Bolded names indicate current NEC members)									
Name	Objective	Frequency of activity & estimated time commitment per week when active	Lead	Members	Red cells = positions that <u>should</u> be filled to equalize amount of work				
Appeal Reviews	<i>Oversees administration of Appeal Boards for the Board of Certification Examinations</i>	<ul style="list-style-type: none"> • 2 month prior to + 1 month subsequent to each BOC examination • 2 hours per week 	Darcy CHRISP (MB)	Rick SOKOLOWSKI (MB)					
Awards	<i>Administer national Awards Policy and Procedures</i>	<ul style="list-style-type: none"> • 6 months prior to + 1 month subsequent to Annual Education Conference • 3 hours per week 	Barry MACGREGOR (NS/PEI)	Jason MACDONALD (AB)	Ryan PHILIPATION (SK)	Gary TAM (BC)			
CIPHI 100 th Anniversary	<i>Works with stakeholders to ensure CIPHI's 100th Anniversary is appropriately recognized.</i>	<ul style="list-style-type: none"> • Ongoing until June 2013 • 1 hour per week 	Phi PHAN (AB)	Jason MACDONALD (AB)	Sara TIMPA (NL)	Jim MCCORRY (NS)			
CIPHI Booth and Merchandising	<i>Identifies and suggests options for marketing materials as well as operations of the CIPHI Booth at conferences</i>	<ul style="list-style-type: none"> • 3 months prior to + 1 month subsequent to Annual Education Conference • 1 hour per week 	Mark ALLEN (NB)	Ryan PHILIPATION (SK)					
CIPHI Retirees Advisory	<i>Acts as the liaison and representatives for retired members to the NEC</i>	<ul style="list-style-type: none"> • Ongoing • 1 hour per week 	Len GALLANT (NS/PEI)						
Conference Committee	<i>Ensures the Conference Planning Guide is current.</i>	<ul style="list-style-type: none"> • Ongoing • 1 hour per week 	Barry MACGREGOR (NS/PEI) for AEC 2011	Ken DIPLOCK (ON) for AEC 2012	Darcy Chrisp (MB) for AEC 2013				
Disaster Preparedness Information	<i>Identify materials and opportunities concerning disaster preparedness domestically and internationally that may be of interest to members</i>	<ul style="list-style-type: none"> • Ongoing • 1 hour per week 	Jason MACDONALD (AB)	Sara TIMPA (ON)					

Suspended Committees		
<i>There has been little to no activity from these groups, so until clear objectives with measurable outcomes are developed for these Committees, they are suspended. This does not prevent them from being resurrected as future ad hoc committees should the need arise in the future.</i>		
Name	Objective	Reason for Suspension
Climate Change	<i>Identifies opportunities for CIPHI to champion or become involved in initiatives aimed at reducing the impact of climate change</i>	No activity since inception.
Contracts	<i>Writes, reviews and recommends contractual options for external contractors</i>	Will be convened when contracts are to be reviewed.
Québec Branch Feasibility Committee	<i>Works to rebuild interest in CIPHI and resurrecting the QC Branch</i>	Tasks have been shifted to the QC Branch.
External Relations	<i>Administers processes related to Exchanges, Twinning agreements, Sabbatical opportunities and similar initiatives.</i>	Suspended November 2011 until financial stability of CIPHI improved.

****Committees Matrix****

Note: No member is expected to contribute and/or participate more than any other member. The workload shall be shared equally and equitably.

Name		Advocacy & Translation	Environmental Health Week	Communications	Public Website	Data Management / Member Service Centre	Constitution and Bylaws & Policies	Finance and Audit	Membership	Appeal Reviews	Awards	CIPHI 100 th Anniversary	CIPHI Booth and Merchandising	CIPHI Retirees Advisory	Conference Admin Committee	Disaster Preparedness Materials/Opportunities	Number of Committees Chaired	Committee Member	Total Committee Commitments
NEC Members	Phi PHAN (AB)											•					1	0	1
	President-Elect (VACANT)																		
	Past President (VACANT)																		
	Gary TAM (BC)							•									1	3	4
	Jason MACDONALD (AB)		•					•								•	2	2	4
	Ryan PHILIPATION (SK)						•										1	3	4
	Darcy CHRISP (MB)	•								•							2	2	4
	Ken DIPLOCK (ON)							•									1	2	3
	Oumar BA (QC)																0	3	3
	Mark ALLEN (NB)												•				1	2	3
	Barry MACGREGOR (NS/PEI)										•				•		2	0	2
Vacant (NL)																			
Non-NEC Members	Peter HEYWOOD (ON)			•													1	1	2
	Len GALLANT (NS/PEI)													•			1	0	1
	Stéfane GRAVELLE (MB)																0	1	1
	Mike LEBLANC (MB)				•												1	0	1
	Jim MCCORRY (NS/PEI)																0	1	1
	Rick SOKOLOWSKI (MB)																0	1	1
	Sara TIMPA (ON)																0	3	2
	Cameron WEIGHILL (ON)					•											1	0	1

Appointments					
Position	Appointee (Term)				Notes
<i>Advisory Boards for EPH Schools</i>					
BCIT (BC Branch)	Gary TAM (BC) (BC)				
CBU (NS/PEI Branch)	Barry MACGREGOR (NS/PEI)				
CUCA (AB Branch)	Jason MACDONALD (AB)				
FNUC (SK Branch)	Mike MCCANN (SK)	Jon GAUDRY (SK)			
Ryerson (ON Branch)	Tino SERAPIGLIANO (ON – Undetermined)				
Board of Certification (NEC Representative)	TBA				Needs to be appointed at the AGM
<i>Conference Liaisons</i>					
2012 AEC	Ken DIPLOCK (ON)				
2013 AEC	Darcy CHRISP (MB)				
2014 AEC	TBA				
Council of Professional Experience (NEC Representative)	TBA				Needs to be appointed at the AGM
CPHA Advisory Council	Tino SERAPIGLIANO (ON – 03/2011)				
Environmental Health Foundation of Canada (NEC Representative)	Phi PHAN (AB – 06/2011 to 09/2012)	Tim ROARK (BC – 06/2011 to 09/2012)	TBA	TBA	Needs to be appointed at the AGM
Environmental Health Review Editor-in-Chief	Andrew PAPADOPOULOS (ON – 06/2011 to TBA)				
International Federation of Environmental Health	Phi PHAN (AB – 09/2010 to 12/2012)	President ELECT (01/2013 to 12/2014)	Robert BRADBURY (BC – 09/2010 to 09/2012)		
International Federation of Environmental Health Exchange Coordinator	Lisa VINCENT (ON -02/2011 to TBA)				

Honorary Positions				
Position	Appointee (Term)		Honarium Amount	Notes
Historian	Tim ROARK (BC – Undetermined)		\$750	
Special Projects	Victor MAH (AB – Undetermined)		\$750	
Webmaster	Mike LEBLANC (MB – Undetermined)		\$1500	