

**Policy Number: National Operating Policy #3**

## **Subject: Benefits of CIPHI National Positions**

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

*Last Revised: September 1, 2013*

### **OBJECTIVE AND RATIONAL**

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 will cause claims to be rejected.

**SPECIFIC OPERATIONS (continued)**

- Original receipts (when required) must be submitted with all benefit claims without exception to the Treasurer.
- To be eligible for consideration of benefits, individuals must be a Member-in-Good-Standing of CIPHI (Regular, Retired or Life member).
- 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.
- For the purpose of ensuring that this policy is reviewed for ongoing relevancy and necessity, with the option that it be re-passed in its present or an amended form following a review, this policy shall be expired on December 31, 2016.

**Specified Benefits**

***National Executive Council***

- The National Executive Council (NEC) shall be considered to be:
  - o the National President;
  - o the National President-Elect;
  - o the Immediate Past President; and
  - o all Branch Presidents of formed Branches.
- The NEC shall have access to the following benefits:
  - o 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).
  - o If applicable, any face-to-face meetings 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).
  - o One guest ticket for attendance to the AEC President's Banquet.

**SPECIFIC OPERATIONS (continued)**

- o Benefits are only transferable in the circumstance when the President 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:
  - o Reimbursement of CIPHI membership dues at the membership rate consistent with their home Branches.

***Website Editor***

- The National Website Editor shall be appointed to maintain the national website (www.ciphi.ca) by the NEC at each Annual Education Conference pre-conference or post-conference meetings.
- The National Website Editor shall have access to the following benefits:
  - o Honorarium of **\$1, 500** per year
  - o Reimbursement of residential internet service to the residence of the website editor, upon submission of receipts
  - o 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:
  - o Honorariums as per agreed in the signed contract.

**POLICY**

**POLITIQUE**

**SPECIFIC OPERATIONS (continued)**

**Historian**

- The Historian shall appointed to manage and maintain the archives of CIPHI by the NEC at each Annual Education Conference pre-conference or post-conference meetings.
- The Historian shall have access to the following benefits:
  - o Honorarium of **\$750** per year.

**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**

None

**DOCUMENT CHANGE HISTORY**

Initial Draft- July 2007

Approved- February 2008

Approved – November 15, 2013