

January 1, 2010

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.

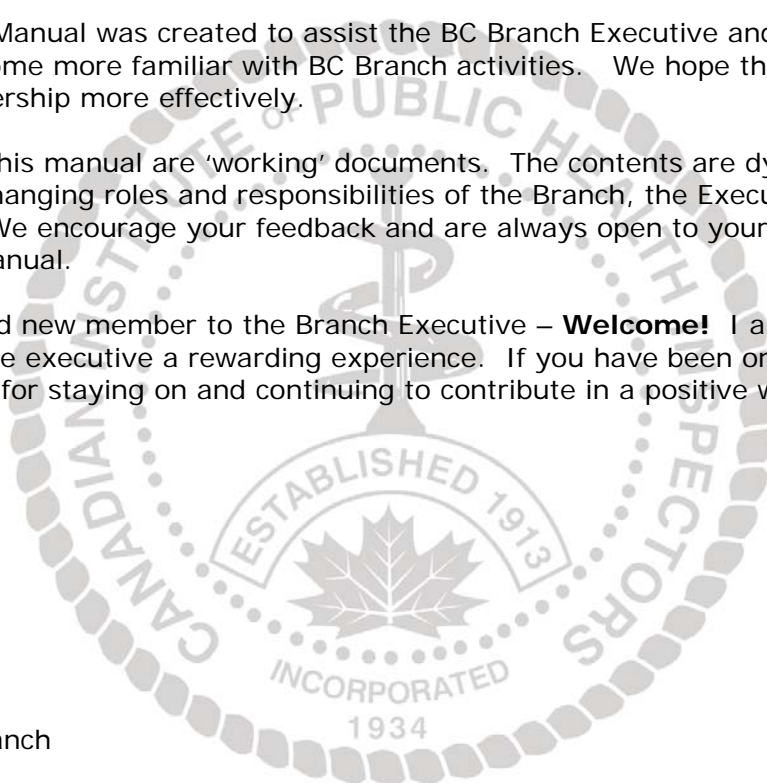
The contents of this manual are 'working' documents. The contents are dynamic and should respond to the changing roles and responsibilities of the Branch, the Executive, and to the needs of our members. We encourage your feedback and are always open to your suggestions for improving the manual.

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,



Keir Cordner  
President, BC Branch



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## BC BRANCH EXECUTIVE

Positions	Name	E-mail Address	Phone Contact
President	Keir Cordner	<a href="mailto:keir.cordner@viha.ca">keir.cordner@viha.ca</a>	250-334-5472
Vice President	Gary Tam	<a href="mailto:gary.tam@vch.ca">gary.tam@vch.ca</a>	604-233-3217
Past President	Jasmina Egeler	<a href="mailto:jasmina.egeler@vch.ca">jasmina.egeler@vch.ca</a>	604-675-3810
Treasurer	Kuljeet Chattha	<a href="mailto:kuljeet.chattha@vch.ca">kuljeet.chattha@vch.ca</a>	604-675-3913
Recording Secretary	Isher Deol	<a href="mailto:isher.deol@vch.ca">isher.deol@vch.ca</a>	604-983-6864
Corresponding Secretary	Renee Ansel	<a href="mailto:renee.ansel@interiorhealth.ca">renee.ansel@interiorhealth.ca</a>	250-443-2193
Councilor	Sarah MacDougall	<a href="mailto:sarah.macdougall@northernhealth.ca">sarah.macdougall@northernhealth.ca</a>	250-263-6000
Councilor	Jana Cranch	<a href="mailto:jana.cranch@fraserhealth.ca">jana.cranch@fraserhealth.ca</a>	604-476-7066
Councilor	Paul Markey	<a href="mailto:paul.markey@vch.ca">paul.markey@vch.ca</a>	604-983-6813
Councilor	Grace McIver	<a href="mailto:grace_mciver@hc-sc.gc.ca">grace_mciver@hc-sc.gc.ca</a>	250-470-5144
Councilor	Thasneem Sandi	<a href="mailto:thasneem.sandi@fraserhealth.ca">thasneem.sandi@fraserhealth.ca</a>	604-507-5492
Councilor	Greg Baytalan	<a href="mailto:greg.baytalan@interiorhealth.ca">greg.baytalan@interiorhealth.ca</a>	250-868-7851
Councilor	Sabrina Sandhu	<a href="mailto:sabrina.sandhu@vch.ca">sabrina.sandhu@vch.ca</a>	604-675-3846
Councilor	Crystal Brown	<a href="mailto:crystal.brown@northernhealth.ca">crystal.brown@northernhealth.ca</a>	250-715-6533
Councilor	Cole Diplock	<a href="mailto:cole.diplock@viha.ca">cole.diplock@viha.ca</a>	250-737-2010

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<b>Officer: President</b>		<b>Department: BC Branch CIPHI</b>
<b>Date: January 1, 2010</b>		<b>Reports to: Membership &amp; National Executive Council</b>
<b>Term: 1 Year</b>		<b>Review Date : January 2011</b>
<b>Mandate/Role:</b>		
Oversees the activities of the <b>BC Branch</b> to ensure accomplishment of its mission, goals and direction to maintain the integrity of the Society.		
<b>Key Responsibilities:</b>		
1	<b>Meetings/Committees:</b> <ul style="list-style-type: none"> <li>• Presiding officer at the Annual General Meeting and Branch Executive Meetings.</li> <li>• Participates ex-officio on all <b>BC Branch</b> committees.</li> <li>• Represents the <b>BC Branch</b> on the CIPHI National Executive Council.</li> </ul>	
2	<b>Specific BC Branch Duties:</b> <ul style="list-style-type: none"> <li>• Prepares and submits an Annual Report to the <b>BC Branch</b> Annual General Meeting and to the National Annual General Meeting of CIPHI.</li> <li>• Provides a <b>BC Branch</b> Update to the Editor of the Environmental Health Review 4 times per year. Submission deadlines are as follows: <ul style="list-style-type: none"> <li>○ Spring - April 1st</li> <li>○ Summer - July 1st</li> <li>○ Fall - October 1st</li> <li>○ Winter - January 1st</li> </ul> </li> <li>• Serves as signing officer, together with the Branch Treasurer, for the <b>BC Branch</b>.</li> <li>• Serves as official delegate to the Annual Canadian Institute of Public Health Inspectors' Conference.</li> <li>• Promotes the <b>BC Branch's</b> purpose in the community and to the media.</li> <li>• Prepares meeting agenda with input from the executive members and membership.</li> <li>• Recognizes executive members' contributions to the Branch's work.</li> <li>• Orients new <b>BC Branch</b> executive members.</li> </ul>	

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<b>Officer: Past-President</b>		<b>Department: BC Branch CIPHI</b>
<b>Date: January 1, 2010</b>		<b>Reports to: BC Branch President</b>
<b>Term:</b>		<b>Review Date : January 2011</b>
<b>Mandate/Role:</b>		
Assists the <b>BC Branch</b> President to oversee the activities of the <b>BC Branch</b> to ensure accomplishment of its mission, goals and direction to maintain the integrity of the Society.		
<b>Key Responsibilities:</b>		
1	<b>Meetings/Committees:</b> <ul style="list-style-type: none"> <li>• Chairs nominating committee for recruitment.</li> <li>• Acts as alternate for the <b>BC Branch</b> President for NEC duties and required committee work.</li> </ul>	
2	<b>Specific BC Branch Duties:</b> <ul style="list-style-type: none"> <li>• Supports current <b>BC Branch</b> President.</li> <li>• Assists in training new executive members.</li> <li>• Provides historical continuity.</li> </ul>	

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<b>Officer: Vice-President</b>		<b>Department: BC Branch CIPHI</b>
<b>Date: January 1, 2010</b>		<b>Reports to: BC Branch President</b>
<b>Term: 1 Year</b>		<b>Review Date : January 2011</b>
<b>Mandate/Role:</b>		
<p>Assists the <b>BC Branch</b> President to oversee the activities of the <b>BC Branch</b>, 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>		
<b>Key Responsibilities:</b>		
1	Meetings/Committees:	<ul style="list-style-type: none"> <li>• Presides at meetings, in the absence of the <b>BC Branch</b> President, of the Branch and the Executive Committee.</li> <li>• Represents the <b>BC Branch</b> on the CIPHI National Executive Council in the absence of the <b>BC Branch</b> Past President.</li> </ul>
2	Specific <b>BC Branch</b> Duties:	<ul style="list-style-type: none"> <li>• Acts as a signing officer for the <b>BC Branch</b>.</li> <li>• Provides a <b>BC Branch</b> Update to the Editor of the <b>BC Page</b> 4 times per year. Submission deadlines are as follows: <ul style="list-style-type: none"> <li>○ Spring March 16</li> <li>○ Summer June 15</li> <li>○ Fall September 16</li> <li>○ Winter December 11</li> </ul> </li> <li>• Learns the duties of the <b>BC Branch</b> President and maintains a working knowledge in all areas of the Branch's activities.</li> <li>• Orients the new <b>BC Branch</b> Vice President.</li> <li>• Chairs the <b>BC Branch</b> Website committee</li> </ul>

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<b>Officer: Treasurer</b>		<b>Department: BC Branch CIPHI</b>
<b>Date: January 1, 2010</b>		<b>Reports to: BC Branch President</b>
<b>Term: 1 Year</b>		<b>Review Date : January 2011</b>
<b>Mandate/Role:</b>		
The Treasurer shall be responsible for the accounting of funds of the <b>BC Branch</b> , 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.		
<b>Key Responsibilities:</b>		
1	<b>Accounts:</b> <ul style="list-style-type: none"> <li>• Acts as a financial signing officer for <b>BC Branch</b>.</li> <li>• Deposits all monies and cheques received, in the <b>BC Branch's</b> Account within 7 days of receipt.</li> <li>• 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.</li> <li>• Keeps full and accurate accounts of all the <b>BC Branch's</b> receipts and disbursements.</li> </ul>	
2	<b>General BC Branch Duties:</b> <ul style="list-style-type: none"> <li>• Serves on the Executive Committee.</li> <li>• Provides regular reports to the Executive Committee on the financial state of the <b>BC Branch</b>.</li> <li>• Provides a copy of the balance sheet and financial statement quarterly to the <b>BC Branch</b> President.</li> <li>• Prepares an annual financial report showing the true financial standing of the <b>BC Branch</b> to be presented to membership at the Annual General Meeting.</li> <li>• 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 <b>BC Branch</b> Executive members, a completed application form and the required payment.</li> <li>• Prepares <b>BC Page</b> Invoices for all Advertisers</li> </ul>	

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<b>Officer: Recording Secretary</b>		<b>Department: BC Branch CIPHI</b>
<b>Date: January 1, 2010</b>		<b>Reports to: Branch President</b>
<b>Term: 1 Year</b>		<b>Review Date: January 2011</b>
<b>Mandate/Role:</b>		
<p>Conducts the correspondence of the <b>BC Branch</b> and carries out all duties which may be prescribed by the Branch Executive.</p>		
<b>Key Responsibilities:</b>		
1	<p>Meetings/Committees:</p> <ul style="list-style-type: none"> <li>• Records accurate minutes of meetings using Tahoma Font 12</li> <li>• Records all motions and decisions of meetings. Names of movers and seconders will be omitted from minutes.</li> <li>• Records all corrections to minutes.</li> <li>• Provides minutes to the <b>BC Branch</b> President within 10 days of the meeting.</li> <li>• Circulates <b>approved</b> minutes to the <b>BC Branch</b> Webmaster for posting on the <b>BC Branch</b> Website and <b>BC Branch</b> Historian for archiving.</li> </ul>	
2	<p>Specific <b>BC Branch</b> Duties:</p> <ul style="list-style-type: none"> <li>• Issues notices of all meetings of the Society to the members concerned.</li> <li>• 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.</li> <li>• 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.</li> </ul>	
3	<p>General <b>BC Branch</b> Duties:</p> <ul style="list-style-type: none"> <li>• Orients the new Recording Secretary</li> </ul>	

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<b>Officer: Corresponding Secretary</b>		<b>Department: BC Branch CIPHI</b>
<b>Date: January 1, 2010</b>		<b>Reports to: Branch President</b>
<b>Term: 1 Year</b>		<b>Review Date: January 2011</b>
<b>Mandate/Role:</b>		
<p>Conducts the correspondence of the <b>BC Branch</b> and carries out all duties which may be prescribed by the Branch Executive.</p>		
<b>Key Responsibilities:</b>		
1	<p><b>Specific BC Branch Duties:</b></p> <ul style="list-style-type: none"> <li>• Receive resignation from members of the Society as specified in Section 12 of the BC Branch Constitution and Bylaws.</li> <li>• Receive petitions in writing from members of the Society for a request of Special Meeting as specified in Section 17 of this Bylaw.</li> <li>• Send correspondence to newly retired members of the Society.</li> <li>• Conduct the correspondence of the Society (see Section 31 of this Bylaw).</li> <li>• 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.</li> <li>• Carry out obligation of applicable sections of the Society Act of B.C.</li> <li>• Be the custodian of the Seal of the Society in such form as the Executive Committee may approve.</li> </ul>	
2	<p><b>General BC Branch Duties:</b></p> <ul style="list-style-type: none"> <li>• Orients the new Corresponding Secretary</li> </ul>	

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## BC BRANCH COMMITTEE WORKPLANS

<b>COMMITTEE NAME</b>	<b>Awards</b>
<b>CHAIR</b>	Jana Cranch
<b>MEMBERS</b>	Crystal Brown Grace McIver
<b>General Duties</b>	<p>Maintains registry of Awards 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 Note: <b>Award Plaques: Landmark Recognition at 180-2520 Simpson Road, Richmond 604-270-2331</b></p>

<b>TASK</b>	<b>ASSIGNED TO</b>	<b>START DATE</b>	<b>TARGET COMPLETION DATE</b>
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## BC BRANCH COMMITTEE WORKPLANS

<b>COMMITTEE NAME</b>	<b>BC Page</b>
<b>CHAIR</b>	Sarah MacDougall (Editor)
<b>MEMBERS</b>	Tim Roark (Associate Editor) Isher Deol (Associate Editor)
<b>General Duties</b>	Assembles Branch newsletter quarterly Sends requests for articles and information to membership two 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

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

<b>COMMITTEE NAME</b>	<b>Board of Registration</b>
<b>CHAIR</b>	Sarah MacDougall
<b>MEMBERS</b>	Jasmina Egeler Paul Markey Thasneem Sandi
<b>General Duties</b>	<p>Review applications for membership.</p> <p>Establish qualifications for admission.</p> <p>Approve courses of study, examination, and continuing education.</p> <p>Review conduct of regular members, ethics, and standards of practice.</p> <p>Enforce suspension, expulsion, or other penalties for misconduct, incapacity or incompetence of regular members.</p>

<b>TASK</b>	<b>ASSIGNED TO</b>	<b>START DATE</b>	<b>TARGET COMPLETION DATE</b>
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## BC BRANCH COMMITTEE WORKPLANS

<b>COMMITTEE NAME</b>	<b>Education</b>
<b>CHAIR</b>	Sabrina Sandhu
<b>MEMBERS</b>	Cole Diplock Grace McIver
<b>General Duties</b>	Organizes annual education conference Forms subcommittees which report to chair Provides regular updates

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

<b>COMMITTEE NAME</b>	<b>Finance</b>
<b>CHAIR</b>	Kuljeet Chattha (Treasurer)
<b>MEMBERS</b>	Jana Cranch Isher Deol
<b>General Duties</b>	<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>

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## BC BRANCH COMMITTEE WORKPLANS

<b>COMMITTEE NAME</b>	<b>Membership</b>
<b>CHAIR</b>	Crystal Brown
<b>MEMBERS</b>	Sarah MacDougall Greg Baytalan
<b>General Duties</b>	Maintains up to date membership list; provides updated list to executive members quarterly 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 etc) Provides expired membership notification in February and March Participates in a membership drive for renewals prior to year end Provides general updates at executive meetings

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## BC BRANCH COMMITTEE WORKPLANS

<b>COMMITTEE NAME</b>	<b>Nominations</b>
<b>CHAIR</b>	Jasmina Egeler
<b>MEMBERS</b>	Sonia Hundal
<b>General Duties</b>	<p>Initiates appointment of nominating committee members not less than 30 days prior to the AGM, of not less than three members</p> <p>Provides nomination notification to membership; provides copies of request for nominations to Editor of BC Page and to the Website committee</p>

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

<b>COMMITTEE NAME</b>	<b>Promotions &amp; Advocacy</b>
<b>CHAIR</b>	Renee Ansel
<b>MEMBERS</b>	Sonia Hundal Gary Tam Kuljeet Chattha Sabrina Sandhu
<b>General Duties</b>	Initiates activities of Environmental Public Health Week (refer to EPHW Guide) Promotes, through active participation, the Environmental Public Health Profession Provides support, when requested, to participating in career fairs Provides promotional materials Provides regular updates at executive meetings

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## BC BRANCH COMMITTEE WORKPLANS

<b>COMMITTEE NAME</b>	<b>Social</b>
<b>CHAIR</b>	Thasneem Sandi
<b>MEMBERS</b>	Kuljeet Chattha Sabrina Sandhu
<b>General Duties</b>	Organizes annual Christmas Luncheon (see reference sheet) Organizes seasonal social events for membership Provides summary and photos of activities to Editor of BC Page whenever possible Provides general updates at executive meetings

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## BC BRANCH COMMITTEE WORKPLANS

<b>COMMITTEE NAME</b>	<b>Website</b>
<b>CHAIR</b>	Gary Tam
<b>MEMBERS</b>	David Butt (Webmaster) Isher Deol Cole Diplock
<b>General Duties</b>	Maintains website up to date with current and relevant information Posts all applicable conferences and social events Provides direction to webmaster whenever necessary Reports to executive regarding web content as required

TASK	ASSIGNED TO	START DATE	TARGET COMPLETION DATE
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## 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"/> |
| 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 Executive

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