

TERMS OF REFERENCE

Position: Recruitment Coordinator - CIPHI Volunteers

Approved: May 20, 2016 by National Executive Council

Preamble/Purpose

Purpose:

To coordinate and facilitate the recruitment of volunteers for positions required by the National Executive Council, Board of Certification, Council of Professional Experience, Environmental Health Foundation of Canada and Branches of CIPHI.

Background:

CIPHI is a national organization that is run almost entirely by volunteers. This includes members of the boards and councils and support positions such as webmaster, journal editor, and historian. Some support positions receive a modest annual honorarium.

Overall number of volunteers involved in provincial and national bodies is in the neighbourhood of 192 or 14% of the membership (2016 statistic).

There is no coordination of recruitment to national or provincial volunteer positions. The Branches and governing bodies are competing for the same resources and all experience difficulty recruiting.

The CIPHI website has the capacity to house a volunteer registry and other resources to facilitate or encourage potential volunteers but has not been utilized for this purpose.

Responsibilities / Required Duties

The position is expected to:

- Lead the development and maintenance of a volunteer webpage including, but not limited to, postings of current volunteer opportunities
- Receive and process requests for postings from CIPHI governing bodies and Branches of CIPHI
- Develop and maintain a general volunteer application form (available on the webpage).
- Review general applications received and refer them to the appropriate body or branch for consideration.

Terms of Reference
Recruitment Coordinator CIPHI Volunteers

- Develop and implement strategies designed to educate members on benefits of volunteering and encourage their participation and support in CIPHI activities.

Position Accountability:

- Report activities to the NEC on a quarterly basis
- Provide recommendations to NEC as necessary to meet volunteer recruitment objectives
- Act on special requests as may be directed by the NEC

Membership

- Regular, Retired, Life or Student Members are eligible for this position

Length of Term

- 2 years with the option of a second term of 2 years.

Operations

- This position will work in partnership with the national webmaster and persons assigned by the branches or boards to the recruitment of volunteers.

Sunset of Position

- The NEC may eliminate or replace the position through a majority vote of the executive