



Consumer Health Information Providers Interest Group  
Affiliated with CHLA / affilié à ABSC

## Terms of Reference September 2009/2010

### VISION:

- To improve the health of our communities through the education and empowerment of consumers.
- To share information about best practices in providing consumer health information.
- To provide opportunities for professional development through formal and informal presentations.
- To advocate for effective consumer health information as an integral service in our communities.

### MEMBERSHIP:

Membership is open to any person or organization across Canada “sharing an interest in the provision of health information to the general public.”

Members:

- Attend quarterly meetings at member organizations
- Participate in conferences and planning bodies

Communication to share information and ideas among members is through:

- the CHIPIG website <http://www.chipig.ca>
- a general gmail group email box [chipig.group@gmail.com](mailto:chipig.group@gmail.com)
- a semi-annual newsletter *CHIPIG Connections*

### MEMBERSHIP FEES:

Membership fees began in January 2008 and are renewable every January. There are two types of fees:

- Individual - \$20/year (1 vote at meetings)
- Institutional - \$50/year (up to 3 votes at meetings)

### EXECUTIVE:

The executive committee shall consist of:

Two Co-chairs  
Secretary  
Treasurer  
Webmaster  
Newsletter Editor  
Membership Coordinator

- The Executive shall be appointed by the membership at the Annual General Meeting for a two-year commitment which is renewable for one term. Only half of the executive shall change at any given time to ensure continuity.

**MEETINGS:**

- Meetings shall be held four times a year, on the 2<sup>nd</sup> Wednesday of March, June, September (AGM) and December.

**RESPONSIBILITIES OF CO-CHAIRS:**

- Prepare and submit an annual report to the committee
- Call meetings, prepare agenda with input from members, conduct meeting according to agenda and Terms of Reference, and distribute minutes to all members
- Maintain a copy of all minutes

**RESPONSIBILITIES OF THE SECRETARY:**

- Have the minutes typed and sent (emailed) to the Chair for review and distribution within 30 days of the meeting. Minutes will be posted on the website.
- Maintain Group email (Unsubscribe, Everybody lists)

**RESPONSIBILITIES OF THE TREASURER:**

- Maintain the Group's financial account
- Prepare and submit an annual financial report to the committee

**WEBMASTER:**

- Maintain and update website on a regular basis
- Ensure minutes, agenda, and conference information are available

**NEWSLETTER EDITOR:**

- Coordinate the newsletter
- Facilitate member submissions to the newsletter and edit accordingly

**MEMBERSHIP COORDINATOR:**

- Facilitate membership recruitment efforts
- Send out welcome packages to new members
- Keep an up-to-date list of all members