



September 2018

Terms of Reference:

GENERAL MEMBERSHIP

Mandate

- To contribute to a healthy Ontario through strategic communications in public health.

Chair and Membership

- The membership will include designated organizational communication staff in public health who occupy non-elected, remunerated positions in an Ontario public health unit, ministry or agency or who are engaged by such an institution to work in communications/public relations.
- The general membership year will be a 12- month period beginning on the first Monday in February.
- The website membership year will be a 12- month period beginning on the second Tuesday in March.
- Membership renewal is due first Monday in February.
 - February: \$100
 - March 1 – December 31: \$200
- Funds will only be applied to the current membership year
- Website access will be granted on dates selected by the Executive in June, September, and December.
- Annual dues for membership will be recommended by the Treasurer for Executive approval. Membership dues are in Canadian dollars.
- Membership belongs to the payee. If an organization is the payee, membership lies with the organization. If an individual has paid for their membership and no longer works in public health, their membership expires at the end of the year and no refund will be given.
- No dues will be refunded for any reason.
- A member of the Association may transfer their membership to another individual within their organization provided the new prospective member meets the membership criteria and the Executive approves of the transfer.

Voting

- Each member is eligible to vote on association-wide decisions.
- Decisions will be made based on majority rules (50 per cent + 1 with quorum). In the case of an equality of votes, the chairperson presiding at the meeting shall have a casting vote. Otherwise, the chairperson is not entitled to vote at a meeting of the membership.

Meetings

- The members of the Association will meet at least annually at an Annual General Meeting



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(AGM). At the AGM, the following business will take place: Report from the Executive Committee, financial statement update and election/appointment of the Executive Committee for the following year.

- The members may consider and transact any business, either special or general, at any meeting of the members. The Executive Committee or Co-chairs have the power to call a general meeting of the members.
- Attendance is defined as physical or via teleconference or videoconference.
- The Annual General Meeting will be held at such a place in Ontario, and on such day in each year, as the Executive determines.
- Special meetings of the Association will be called by the Co-chairs at the written request of not fewer than twenty (20) per cent of the eligible voting members of the association, as determined on the day that the request is made to the Co-chairs.
- Each member will receive at least twenty-one (21) days' notice of the time, place and date of a meeting and an agenda. The notice and agenda will be sent by email to the last address of the member shown on the Association's records.
- If the meeting is urgent, members will receive five (5) days' notice by email or telephone.

Privacy

- The association respects your privacy. The information you provide will be kept confidential and used to support your membership, including general communications from the Executive, access to the website and online forum, and professional development opportunities.
- The association will not disclose your personal information to any outside organization.
- The association is the sole operator of the website. If you would like to contact us for any reason regarding privacy, please write us at the following address: membership@oacph.ca



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Quorum

- Quorum is a majority of members (50% +1 of voting members).

Reference

- OACPH professional standards

Roles & Responsibilities

- Members shall adhere to the [OACPH Professional Standards](#).
- Members shall keep their membership accounts in good standing.

Reporting

There are no reporting requirements of general members.

Evaluation

- The OAPCH general membership terms of reference will be reviewed annually.

Terms of Reference

Approved: December 2011

Revised: September 2018