

APHEO GIS Interest Group

Terms of Reference

Adopted: 26 September 2023

Purpose

The *GIS Interest Group* will provide the membership of APHEO, who have an interest in the spatial data sciences and geo-analytics, an opportunity to work together on common issues and learn through scheduled training events related to the application of the spatial data sciences and geo-analytics to public health. As well, the *GIS Interest Group* will maintain a knowledge exchange resource list on the APHEO website.

Objectives

1. Provide a resource and support to APHEO membership in their application of the spatial data sciences and geo-analytics to their public health work.
2. Create and maintain a knowledge exchange resource list on the APHEO website to share the spatial data science and geo-analytics resources and tools.
3. Create ongoing learning opportunities for group members through quarterly education sessions provided by group members and academic, government and industry partners.
4. Make recommendations to APHEO with respect to the spatial data sciences and geo-analytics and their applications to public health.

Membership

Membership is open to all APHEO members.

Responsibilities of group membership include:

- Attend group meetings on a quarterly basis;
- Establish a group work plan to address the objectives and complete relevant tasks;
- Record group minutes on a rotating basis;
- Review group terms of reference annually; and
- Follow-up and communicate on assigned tasks to the group.

Decision-making

Decisions will be made by common agreement with assurance of representation and input from each of the group members.

Meetings

Virtual meetings will be held and recorded quarterly or at the call of the chair. An annual in-person meeting could be held at the APHEO conference if the opportunity presents.

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Minutes

Minutes will be documented for all meetings and will be posted, along with agendas and meeting recordings, on the APHEO Website.

Chair

The *GIS Interest Group* chair will be determined by the group membership.

Responsibilities of the chair include:

- Schedule, attend and chair all meetings;
- Develop meeting agenda and distribute to group membership prior to the meeting;
- Ensure the distribution of minutes to all group members;
- Communicate with and act as a liaison between the group and APHEO;
- Answer questions and provide expertise to the group;
- Appoint a minute taker at each group meeting;
- Recruit new group membership; and
- Rotate chair annually.