Association of Public Health Epidemiologists in Ontario

APHEO Policy and Procedure Manual

Last updated: May 3, 2024

Association of Public Health Epidemiologists in Ontario

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Policy 1.1 Issuing Policies and Procedures

Created: 1999/11/19 Last Revised: 2022/04/08

Corresponding Procedure 1.1

Related Policies: (none)

General

This policy outlines the approach by which the Association of Public Health Epidemiologists in Ontario (APHEO) manages its policies and procedures. APHEO policies and procedures are to be consistent with the mission and goals of the Association.

A policy outlines a predetermined course of action or a set of principles that shall be followed by APHEO members related to a given topic area. A procedure provides the detailed process and responsibilities of relevant parties as needed to abide by the corresponding policy.

Policy

1. The APHEO Executive Committee is responsible for drafting new policies and procedures, as required.
2. The APHEO Executive Committee is responsible for reviewing and updating existing policies and procedures on a regular schedule, as stated in the corresponding procedure.
3. New policies and revisions of existing policies will become effective when approved by the Executive Committee. The Executive Committee may choose to hold a vote for membership approval in accordance with APHEO's Constitution (6.2 Voting on Motions). Formatting and minor editorial changes (e.g., grammatical corrections) that do not change any policy meaning or content will not be considered formal revisions and require acknowledgement but not formal approval.
4. Procedures will be updated, reviewed, and enacted by the Executive Committee as needed and do not require a vote by members.
5. Most of the time, policies will have a corresponding procedure. Policies and procedures will be formatted in a standardized template that includes at minimum a title, creation date, revision dates and a logical numbering system.
6. All approved policies and procedures are to be made publicly available in PDF format on the APHEO website.

Responsible Executive Committee Lead

Vice-President

Prior Revision Dates

1999/11/19
2006/10/15
2011/11/20
2012/10/16
2016/08/04
2019/01/31

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Procedure 1.1 Issuing Policies and Procedures

Created: 1999/11/19 Last Revised: 2022/04/08

Corresponding Policy 1.1

General

This procedure document guides the APHEO Executive Committee on the management of policies and procedures. The Vice President (VP) holds primary responsibility for policy and procedure management, though policy development and revisions may be completed by any Executive Committee member.

Procedures

1. Existing policies and procedures should be reviewed by the Executive Committee at least once every three years. A policy or procedure may be flagged for review at any time if issues are identified between regular scheduled reviews.
2. The VP will ensure current policies and procedures are available to members in a user-friendly format on the APHEO website.
3. The VP will maintain copies of all current policies and procedures in PDF as well as a modifiable format (e.g., .docx or Google Docs). The VP will also maintain historical policy and procedure records where they exist.
4. New policies and procedures will follow a standardized template that includes, at a minimum, the following features:
    a. A clearly defined name.
    b. A unique policy or procedure number, according to a logical numbering system. Corresponding procedures should accompany the policy and be assigned the same number.
    c. A documented creation date (i.e., the date of formal approval).
    d. Documentation of all past revision dates.
    e. Designated responsible Executive Committee lead(s). The default will be VP, but others should be assigned when relevant to their Executive role.
5. The VP will organize membership votes to approve new or revised policies, usually via an online survey, as needed and in accordance with the APHEO Constitutional procedures for membership voting.

Responsible Executive Committee Lead

Vice-President

Prior Revision Dates

1999/11/19
2006/10/15
2011/11/20
2012/10/16
2016/08/04
2019/01/31

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Policy 1.2 Record Management

Created: 2010/10/17 Last Revised: 2017/06/13

Corresponding Procedure 1.2

Related Policies: (none)

General

The purpose of this policy is to describe the process of maintaining and retaining records and documentation related to APHEO activities.

Definitions

For the purposes of this policy, a “record” shall mean:

- Executive Meeting agendas and minutes,
- General Meeting agendas and minutes,
- contracts,
- APHEO and special project financial records (e.g., invoices, expense claims, financial statements and reports, bank statements and others),
- membership files,
- official correspondence received by APHEO or sent out on behalf of APHEO,
- reports of work groups and committees, and
- any other material so designated by the APHEO executive.

Policy

1. All APHEO records will be maintained and retained according to the procedures outlined in the Record Management Procedures for a minimum of seven (7) years, or as required by statute or contractual obligation.
2. The President is responsible for ensuring the record management policy is followed.

Responsible Executive Committee Lead

President

Prior Revision Dates

2010/10/17
2011/11/20
2012/10/16
2014/12/12

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Procedure 1.2 Record Management

Created: 2010/10/17 Last Revised: 2014/11/13

Corresponding Policy 1.2

General

The purpose of this procedure is to support the Record Management Policy. For the purposes of these procedures, a "record" shall mean: Executive Meeting agendas and minutes, General Meeting agendas and minutes, contracts, APHEO and special project financial records (e.g., invoices, expense claims, financial statements and reports, bank statements and others), membership files, official correspondence received by APHEO or sent out on behalf of APHEO, reports of work groups and committees, and any other material so designated by the APHEO executive.

Procedures

Electronic copies of all records will be stored for a minimum of seven years in a format, such as cloud storage, that is easily accessible to all members of the Executive Committee and that allows for ease of transition to the new Executive every January. Where necessary (such as in the case of financial records), files for each year's records will also be backed-up on a password-protected CD or a USB key and stored for the required amount of time (seven [7] years). Where electronic copies cannot feasibly be made, paper copies will be stored for the required amount of time. Documents pertaining to the historical record of APHEO will be maintained in a secure electronic or hard-copy format in perpetuity, and will be made available to each new Executive committee upon transition in January of each year.

Roles and Responsibilities

Responsibilities of APHEO Executive and Representatives will be as follows:

1. President: Ensure to the best of his/her ability that all records have been stored in the correct format at the end of each year before transitioning to the new Executive committee.
2. Treasurer: Maintain paper copies of all financial records (e.g., invoices, expense claims, financial statements and reports, bank statements and others).
3. Secretary: Maintain copies of all completed membership forms as well as electronic copies of Executive and General meeting agendas and minutes, and ensure that these documents are all accessible in electronic format to other members of the executive committee and APHEO members and affiliates.

4. alPHA, OPHA and OCCHA Representatives: APHEO representatives on constituent societies will maintain electronic copies of all formal correspondence sent to APHEO on behalf of the constituent society or by APHEO to the constituent society, and, with the help of the Secretary where necessary, ensure that these documents are all accessible in electronic format to other members of the executive committee and APHEO members and affiliates.
5. Past President: Create electronic copies of the annual report and minutes of any committees on which s/he represents APHEO, and send them to the Secretary for posting on the website and/or archiving.

Recommended Filing System

A. APHEO Executive
1. Meetings
    a. Agendas and minutes
2. Letters
    a. Letters received by APHEO
    b. Letters sent out on behalf of APHEO
3. Proposals and Contracts
4. Policies and Procedures
5. Strategic Planning
6. Award of Excellence
7. MARSH Documents
8. Resources
    a. Mementos
    b. Inventory
    c. Templates

B. APHEO General Meetings
1. Meetings
    a. Agendas and minutes
    b. Representative updates

C. APHEO Treasury
1. Meetings
    a. Bank statements
    b. Financial Reports
    c. GIC statements
2. Invoices and expense claims

D. APHEO Membership
1. Membership files

E. Special Projects
1. Financial reports (if external funding provided)
    a. Budgets
    b. Invoices and expense claims
2. Project Reports

F. APHEO Conferences and Workshops
1. Budget/Financial Report
2. Agenda/Program
3. List of Presenters/Speakers
4. Sponsorship
5. Venue information
6. Resources

G. Constituent Societies

H. APHEO Website
1. Budget/Financial Report
2. Guidelines

Responsible Executive Committee Lead

President

Prior Revision Dates

2010/10/17
2011/11/20
2012/10/16

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Association of Public Health Epidemiologists in Ontario

Policy 1.3 Conflict of Interest

Created: 2010/08/19 Last Revised: 2016/10/25

Corresponding Procedure 1.3

Related Policies: (none)

General

APHEO members are expected to support and advance the interests of the organization. This policy establishes a standard of conduct for APHEO members to disclose any conflicting interests, actual or perceived, in any matter under consideration by the APHEO Executive Committee or APHEO working groups.

A conflict of interest, actual or perceived, is a situation where an individual or an organization affiliated with the individual (by means of representation or vested interest) has a direct or indirect competing interest in the decisions made by the APHEO Executive Committee or working groups, or is in a position to benefit from these decisions.

Under this policy, the APHEO Executive Committee considers the following to constitute a real or perceived benefit in relation to APHEO business:

- Direct financial remuneration;
- Indirect remuneration through contractors conducting business with APHEO;
- The interest or values of an individual or organization are in competing interest with those of APHEO.

Policy

This policy applies to all APHEO members and their immediate family members related to any APHEO business.

- APHEO members and non-APHEO members participating in APHEO working groups must be aware of any possible conflicts between their business or personal interests and their responsibilities to APHEO.
- APHEO members or non-APHEO members participating in APHEO working groups, who believe they may have a potential conflict of interest, actual or perceived, must promptly disclose the details of such conflict as per the corresponding procedure.
- All APHEO-initiated contractual agreements must contain a requirement for all contractors and/or associates to disclose any actual or perceived conflicts of interest as per the corresponding procedure.

Responsible Executive Committee Lead

President

Prior Revision Dates

2010/08/19
2011/04/27
2011/11/20
2012/10/16

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Procedure 1.3 Conflict of Interest

Created: 2010/08/19 Last Revised: 2016/10/25

Corresponding Policy 1.3

General

This procedure document complements the corresponding policy and details the steps to disclose and resolve an actual or perceived conflict of interest.

A conflict of interest, actual or perceived, is a situation where an and individual or an organization affiliated with the individual (by means of representation or vested interest) has a direct or indirect competing interest in the decisions made by the APHEO Executive Committee or working groups, or is in a position to benefit from these decisions.

Under this policy, the APHEO Executive Committee considers the following to constitute a real or perceived benefit in relation to APHEO business:

- Direct financial remuneration;
- Indirect remuneration through contractors conducting business with APHEO;
- The interest or values of an individual or organization are in competing interest with those of APHEO.

Procedures

Disclosure of a conflict of interest, whether actual or perceived, must take place as soon as the APHEO member becomes aware of the conflict.

1. As part of all meetings related to APHEO business, (e.g., Executive meetings, Working Group meetings, General Membership meetings, Planning Committee meetings), all agenda items will be reviewed and the Chair will ask for verbal declarations of conflict of interest and these will be recorded in the minutes.
2. All declarations of conflict of interest will be recorded in the meeting minutes.
3. The Executive and/or working group member (including contract employee) in conflict will resolve the matter using one of the following options:
    a. Abstain from discussion and vote (if applicable) concerning the agenda item where they are in conflict.
    b. Leave the meeting until the agenda item in conflict is discussed and handled by the remaining Executive members.
    c. Resign from the Executive Committee, working group or contract position where the conflict contravenes the policies of APHEO.

Responsible Executive Committee Lead

President

Prior Revision Dates

2010/08/19
2011/04/27
2011/11/20
2012/10/16

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Policy 1.4 Operations during a Declared Provincial or Federal Public Health Emergency

Created: 2010/10/17 Last Revised: 2014/12/12

Corresponding Procedure 1.4

Related Policies:
Policy 3.3 Contracting of Services
Policy 5.1 APHEO Conference and Workshop Planning

General

The purpose of this policy is to define the circumstances for which APHEO operations will be suspended. The corresponding procedure, Operations During a Public Health Emergency, provides more detailed instructions to APHEO Executive, work group chairs/project managers and APHEO representatives on external committees, of their roles and responsibilities during an emerging or declared public health emergency.

This policy applies to a provincial or federal public health emergency. A public health emergency is defined as: a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property. Causes can include: forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise (*Emergency Management and Civil Protection Act*).

Policy

APHEO Operations may be suspended by the APHEO president or designate for a period of time during a provincially or federally declared public health emergency. The extent to which operations are suspended will depend on the severity of the emergency and will be decided by the APHEO President and Executive committee, in consultation with work group chairs/project managers and APHEO representatives on external committees where deemed necessary by the President and Executive Committee. However, the suspension of operations will not affect any existing contractual/financial obligations of APHEO.

Responsible Executive Committee Lead

President

Prior Revision Dates

2010/10/17
2011/11/20
2012/10/16

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Procedure 1.4 Operations during a Declared Provincial or Federal Public Health Emergency

Created: 2010/10/17 Last Revised: 2020/08/25

Corresponding Policy 1.4

General

This procedure document guides the work of the APHEO Executive Committee, work group chairs, project managers, and APHEO representatives on external committees, during a declared provincial or federal public health emergency, when APHEO Operations may be suspended for a period of time.

These procedures apply to an emerging or declared provincial or federal public health emergency. In the event of a local public health unit-specific emergency, these steps can be applied for the affected member(s) but will not affect the broader operations of APHEO as an organization.

Procedures

1. Day-to-Day APHEO business and operations

This pertains to:

- Executive Committee meetings
- APHEO Conference/Workshop Planning
- APHEO work groups and external committee membership
- Monitoring of email traffic from members, external stakeholders; issues of concern to public health epidemiologists

The President or designate will call a meeting of the Executive Committee to:

- Determine triggers for official suspension of APHEO activities;
- List all issues that can be addressed quickly prior to suspending APHEO business;
- List action items that will be on hold during the emergency and will be addressed after APHEO can resume full operations;
- Ask work group Chairs and APHEO committee reps to identify their contractual obligations and timelines and to provide recommendations on how to proceed (e.g., which activities can be suspended, if contractual obligations can be negotiated, etc.). These recommendations will be discussed with the Executive Committee, who will provide guidance and/or direction on how to proceed.
- Send out a message to the APHEO membership about suspension of APHEO business;
- Determine when APHEO operations can resume.

The treasurer will ensure the financial obligations of APHEO are met throughout the declared emergency.

2. APHEO General Meetings

This pertains to:

- Business meetings, which includes the Annual General Meeting
- Educational sessions

Educational sessions will be postponed until the next scheduled Business Meeting once which regular APHEO operations have been resumed. No Business Meeting will take place without at least 30 days' notice to the members. A Business Meeting is required before the end of the calendar year in which the public health emergency is declared over, or within 90 days of the end of the emergency if a Business Meeting was not held in the previous calendar year due to the emergency. The Executive Committee may opt to prepare for the Business Meeting and collect updates from representatives. However, the Business Meeting may be cancelled up to 24 hours before the meeting.

3. APHEO Conference or Workshop Planning

The Chair(s) will inform the Executive Committee of any contractual obligations. The Chair(s) will convene a meeting of the planning committee to:

- List and prioritize all issues that can be addressed quickly prior to suspending APHEO business;
- List action items that will be on hold during the emergency and will be addressed after APHEO can resume full operations;
- Contact all external parties (e.g., venue, caterers, speakers, presenters, sponsors, advertisers and others) about suspension of conference or workshop planning activities and postponement of the conference or workshop, if applicable. If deemed necessary, the Chair(s), along with the Executive Committee, will reschedule the conference/workshop as per the venue contract.

4. APHEO work groups and APHEO membership on external committees

This pertains to:

- APHEO work groups and projects
- APHEO members on external committees on behalf of APHEO

APHEO Work Groups and Projects:

The work group chairs/project managers will:

- Inform the Executive Committee of contractual obligations;
- Convene a meeting of the group to review work plans and timelines, list action items that need to be addressed or can be wrapped up quickly, and list action items that need to be addressed once APHEO business resumes;
- Provide this update and recommendations to the Executive Committee.

APHEO Members on External Committees:
The APHEO Member(s) will:

- Contact the external committee chair to inform them of the declared public health emergency and identify potential issues with participation and the resultant inability to fully act as a member of the committee.
- May (preferably) suspend the committee activity or, if deemed appropriate and necessary by the chair of the committee, resign upon the request of the chair.
- Inform the Executive Committee of the outcome of these discussions.

5. APHEO Executive Committee:
If a public health emergency is in effect, the formation of a nomination committee may be suspended and the terms for the Executive Committee will not expire until the next Business Meeting is held.

Responsible Executive Committee Lead

President

Prior Revision Dates

2010/10/17
2011/11/20
2012/10/16
2014/12/12
2019/01/31

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Policy 1.5 Approach to the Endorsement of Letters of Support

Created: 2021/07/23 Last Revised: 2022/01/28

Corresponding Procedure Policy 1.5

Related Policies: (none)

General

The Associations for Public Health Epidemiologists in Ontario (APHEO, "the Association") is a non-profit organization run entirely by its members, who volunteer their time by participating on numerous committees and work groups, furthering the mission of the Association.

The APHEO Executive Committee is occasionally asked to formally endorse letters of support for various advocacy, research activity and other public-health related activities.

This document is intended to provide guidance to the APHEO executive in making decisions about whether to endorse letters of support on behalf of APHEO.

Within the context of this guidance, endorsement means the act of expressing support or approval publicly for a cause or proposal.

Policy

All requests for letters for support on behalf of APHEO are to be brought to the executive committee for discussion and consideration. The executive committee should evaluate the requests against the following guiding principles, and any other relevant considerations (e.g., political considerations, capacity).

Only the APHEO Executive, by a majority vote, can decide whether to offer an endorsement for a letter of support.

Guiding principles for endorsing letters of support

1. Letters of support shall advance APHEO's mission and goals as articulated in APHEO's Constitution.
2. Letters of support shall not conflict with APHEO's mission and goals as articulated in APHEO's Constitution. This includes both actual and perceived conflicts of interest.
3. Letters of support should align with APHEO's current or most recent strategic priorities as articulated by APHEO's Executive Committee.
4. Letters of support should be non-partisan in nature to avoid any detrimental impacts on APHEO's reputation.
5. Letters of support should reflect work that APHEO is directly involved in or work that its membership is directly involved in.

Responsible Executive Committee Lead

The default responsible party is the President, acknowledging that policy/procedure administrative work is primarily done by Vice President but that responsibility ultimately lies with the President, unless directly falling within a specific Executive portfolio (e.g., denote Treasurer for financial policies, Secretary for membership policies).

Prior Revision Dates

(none)

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Procedure 1.5 Approach to the Endorsement of Letters of Support

Created: 2021/07/23 Last Revised: 2022/01/28

Corresponding Policy Policy 1.5

General

This procedure details the steps to be taken when endorsing letters of support.

Procedures

1. APHEO President (or their designate) brings to the attention of the APHEO Executive Committee ("Executive Committee") the letter of support for endorsement.
2. The Executive Committee reviews and discusses letter of support and should consider the guiding principles for endorsing letters of support as detailed in the Policy 1.5 Approach to the Endorsement of Letters of Support
3. The Executive Committee votes either in favour or not in favour of offering endorsement by a majority vote.
4. President communicates the Executive Committee's endorsement decision to the relevant parties.

Responsible Executive Committee Lead

Default is President, acknowledging policy/procedure admin work is primarily done by VP but that responsibility ultimately lies with President, unless directly falling in a specific Executive portfolio (e.g., denote Treasurer for financial policies, Secretary for membership policies)

Prior Revision Dates

(none)

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Policy 1.6 Executive Committee Nomination Process

Created: 2021/09/10 Last Revised: 2023/12/20

Corresponding Procedure: Procedure 1.6

Related Policies: (none)

General

The Associations for Public Health Epidemiologists in Ontario (APHEO, “the Association”) is a non-profit organization run entirely by its members, who volunteer their time by participating on numerous committees and work groups, furthering the mission of the Association.

The APHEO Executive Committee is a member-elected group tasked with the operation and maintenance of the Association. Each year, a nomination process is undertaken to fill the roles of the Executive committee.

Policy

This document is intended to provide guidance to the APHEO Executive, specifically the Past President role, in undertaking the nomination process to renew the Executive Committee for the upcoming year.

This policy is to coincide with items IV & V of section 6.0 - Organization and Procedure of APHEO’s Constitution.

Responsible Executive Committee Lead

Default is the Past President, acknowledging policy/procedure administrative work is primarily done by the Vice President but that the responsibility ultimately lies with the President.

Prior Revision Dates

2022/02/14

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Procedure 1.6 Executive Committee Nomination Process

Created: 2021/09/10 Last Revised: 2023/12/20

Corresponding Policy: Policy 1.6

General

This procedure details the steps to be undertaken in the Executive Committee Nomination process and should be considered in addition to item IV of Section 6 of the constitution.

Procedures

1. The Past President (or an Executive designate agreed upon by the Executive committee) forms a Nominating Committee by the third last executive meeting of the year.
    1. The Nominating Committee is to include two non-Executive APHEO full or affiliate members in good standing and the Past President (or an Executive designate agreed upon by the Executive committee).
2. A call out is issued to the membership.
    1. Eligible candidates for Executive positions are full members in good standing.
    2. The APHEOlist Announcements listserv is used to call out to the membership. Here is a sample call out:

        Hello APHEO,
        The nomination committee is asking for nomination submissions to the YYYY APHEO Executive Committee. You can nominate a colleague or yourself using the following link:

        <INSERT LINK>

        Deadline for nomination submissions is September ##*xx*.

        Role descriptions can be found on the APHEO Executive Committee Job Descriptions page and the Executive
        committee is available to answer questions you have about respective roles.

        In accordance with the APHEO constitution, section 6.4, eligibility for election to any Executive position is being a full member in good standing.

        This is a great opportunity to get involved in APHEO while building your professional expertise in the field of Public Health Epidemiology!

Regards,
The Nomination Committee

3. Names of each candidate are to be submitted to the President 30 days before the final all-members meeting of the calendar year.
4. If faced with multiple candidates for one Executive position, the Nomination Committee can speak to the candidates and determine if another vacant Executive role would be suitable or if an Executive role in the following year would be sufficient. Other opportunities could also be suggested, such as co-chairing the APHEO conference / workshop or involvement in the APHEO core indicators.
    1. If an arrangement cannot be met, an election is called. The Nominating Committee shall send a notice of election by electronic mail to all APHEO members in good standing 30 days prior to the final all members' meeting of the calendar year. The Secretary shall provide an electronic list of email addresses to the Nominating Committee. The notice of election shall include a random number unique to each member. This number shall be used in voting to ensure anonymity while preventing multiple voting.
    2. Voting shall be done using an electronic form on the APHEO website, which shall remain online until 5 days before the final all-members meeting of the calendar year.
5. Results shall be tabulated and reported at the final all-members meeting of the calendar year by the Nominating Committee.
6. If any Executive member is unable to fulfill their duties, the position will be filled by a current Executive Committee member; if this is not possible, the Executive Committee will have the responsibility to appoint a full member to fulfill the role of the position until such time that the next election is called.

Responsible Executive Committee Lead

Default is the Past President, acknowledging policy/procedure admin work is primarily done by VP but that responsibility ultimately lies with the President.

Prior Revision Dates

2022/02/14

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Association of Public Health Epidemiologists in Ontario

Policy 2.1 Membership Fees

Created: 1999/02/12 Last Revised: 2019/01/31

Corresponding Procedure 2.1

Related Policies: (none)

General

This policy outlines how APHEO membership fees will be set and collected each year. Membership fees may differ for different membership categories; for a description of the different membership types, refer to the APHEO Constitution.

Policy

1. Membership

1.1. Membership fees will be paid in a timely fashion at the beginning of a new calendar year. Members will have their services discontinued if payment is not made by February 28th.

1.2. Amounts for the annual membership fees for the following year will be reviewed and adjusted if necessary by the APHEO Executive Committee and posted on APHEO's website by October 1st of each year.

1.3. Memberships are non-transferable.

1.4. Renewing members are required to pay the full annual fee for their membership category (full, affiliate, student) regardless of submission date.

1.5. New or re-instated members who pay for membership on or after October 1st, in any calendar year, will have membership in APHEO for the balance of the year of payment and the upcoming calendar year. The effective membership date will be the date of payment.

2. Longevity of Membership and Change of Status

2.1. Memberships remain current until the end of the calendar year for which the member has paid.

2.2. Student or affiliate members may become full members if their employment status changes to meet the criteria for full membership. The differential in membership fees will be charged prior to the change in status.

2.3. Conversely, full members may become affiliate members during the course of the year if their employment status changes. The differential in membership fees will be refunded at the time of change in status.

2.4. Any changes in membership category that occur from October 1st to December 31st will be reflected for the following year as per policy item 1.5 above.

Responsible Executive Committee Lead

Secretary, Treasurer

Prior Revision Dates

1999/08/29
2001/11/19
2004/12/03
2008/09/20
2011/11/21
2012/08/29

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Association of Public Health Epidemiologists in Ontario

Procedure 2.1 Membership Fees

Created: 1999/02/12 Last Revised: 2012/08/29

Corresponding Policy 2.1

General

This procedure document complements the corresponding policy and outlines the membership payment process for new and existing/returning APHEO members.

Procedures

1. New Members

1.1. New members will complete the Membership Application form found in the "Membership Info" section of the APHEO website. This information will be submitted to the APHEO Secretary for approval.

1.2. Once approved, an email of "Application Acceptance" will be sent to the new member. This email will include a login and password that will be used by the individual to access their APHEO profile.

1.3. Within their APHEO profile, new members will be required to first generate an online invoice then pay the membership fee through a secure, online credit card payment. Cheques may be used in consultation with the APHEO treasurer.

2. Existing or Returning Members

2.1. Existing or returning members will require the APHEO login and password to renew or revive their APHEO membership. If the member is unable to login, they should contact the APHEO secretary for assistance.

2.2. Within their APHEO profile, existing or returning members will be required to first generate an online invoice then pay the membership fee through a secure, online credit card payment.

3. Organizational Payments

3.1. When payment for multiple APHEO memberships is processed through the finance department at members' organizations, consideration will be given to payment by cheque payable to the APHEO Treasurer.

3.2. All such payments, if made by cheque, must be accompanied by a list of APHEO members for whom membership is being paid.

4. Enforcement Actions

4.1. Returning members whose membership payments are in arrears as of April 1st of the year for which payment is owed will have all services and support suspended and will have their status changed to past member.

Responsible Executive Committee Lead

Secretary, Treasurer

Prior Revision Dates

1999/02/12
2001/11/19
2004/12/03
2008/09/20
2010/09/20
2011/11/21

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Policy 2.2 Travel and Incidental Expense Coverage

Created: 1999/02/12 Last Revised: 2016/11/29

Corresponding Procedure 2.2

Related Policies: (none)

General

In order for APHEO to achieve its goals, it depends on its members to participate in the activities of the Association. Members are frequently asked to sit on committees by the APHEO Executive Committee and whenever possible reasonable travel and incidental expenses related to this work will be supported by APHEO. The purpose of this policy is to provide guidelines on travel and incidental expense coverage for APHEO members representing APHEO on these activities.

Policy

Funds from the APHEO budget will be set aside annually for travel and incidental expenses. Reimbursement will be based on a first-come first-served basis for the most economical, practical route. Expenses include travel, accommodation, food and non-alcoholic beverage costs. Reimbursement and the maximum reimbursement per claim are described in the Travel and Incidental Expense Coverage procedure. Reimbursement is available only after costs have been incurred. Advances on expenses will not be provided. All reimbursed costs, except per diems, require original receipts.

Eligibility Criteria

1. APHEO members who are asked by the Executive Committee to participate in committees as an APHEO representative are entitled to request coverage of travel expenses.
2. APHEO members must apply for travel expense coverage from other sources first. If no other sources can be found, or can cover only part of the expenses, the member may then approach the Treasurer for travel expense coverage.
3. Speakers for educational sessions at APHEO meetings will also be eligible for travel reimbursement consistent with this policy.
4. Any expenses other than travel or accommodation are subject to approval by the Executive Committee.

Responsible Executive Committee Lead

Treasurer

Prior Revision Dates

1999/02/12
2004/12/03
2006/10/15
2008/09/26
2011/11/20
2012/10/16

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Procedure 2.2 Travel and Incidental Expense Coverage

Created: 1999/02/12 Last Revised: 2016/06/21

Corresponding Policy 2.2

General

This procedure document complements the corresponding policy, Travel and Incidental Expense Coverage, and describes how eligible APHEO members can get reimbursed for their travel and incidental expenses. The Treasurer upon consultation with the APHEO Executive Committee approves travel expense coverage prior to travel.

Eligible Events

1. Travel expenses for events of meetings for which the executive has solicited the member's participation;
2. Travel expenses for events or meetings which the member has proposed and is endorsed by the executive;
3. Travel related to the role of a committee member (e.g., site visit for conference planning).

Ineligible Events

1. Travel expenses for events or meetings not expressly supported by the executive.
2. Cost for the registration of any event of meeting not expressly supported by the executive.
3. Cost or registration at a conference for which the member served on the organizational committee.

Maximum reimbursement is to be reviewed annually by the APHEO Executive Committee.

The maximum reimbursement for food and non-alcoholic beverages set at a daily per diem rate of $69. The per diem on a travel day prior to the event is set at $35.

Travel/Accommodation:

- Cost of plane/bus/train ticket/taxi at the lowest reasonable rate.
- Cost of accommodation at the lowest reasonable rate.
- Mileage is paid at a rate of 0.43 dollars per km.

Procedures

1. On requesting a member's participation in an eligible committee, the request will be documented in the minutes of the next executive meeting.
2. On a member's requesting travel support, the request will be reviewed by the executive and documented in the minutes of the next executive meeting.

3. Coverage estimates for eligible travel items must be provided by the member 30 days in advance of the event or as soon as possible.
4. Projected costs for the event are to be completed on the latest expense form.
5. The form is sent to the Treasurer who distributes it to the executive for review and revision if necessary.
6. The member will complete the form and send it with itemized receipts to the Treasurer for reimbursement after the event has occurred.
7. Travel expenses will be paid to the member on receipt of a completed travel claim.
8. Travel claims must be provided by the member 30 days after the event.

Responsible Executive Committee Lead

Treasurer

Prior Revision Dates

1999/02/12
2004/12/03
2006/10/15
2008/09/26
2011/11/20
2012/10/16

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Policy 2.3 Use of the APHEO Credit Card

Created: 2018/06/26 Last Revised: 2018/06/26

Corresponding Procedure 2.3

Related Policies:
Policy 2.2 Travel and Incidental Expense Coverage
Policy 5.1 APHEO Conference and Workshop Planning

General

The purpose of this policy is to ensure that the APHEO credit card is used for appropriate expenses and to ensure adequate controls are established for its use. This APHEO credit card is meant to allow the APHEO Treasurer access to efficient, flexible, and alternative means of payment for appropriate expenses.

Policy

1. The APHEO Executive Committee is responsible for ensuring that effective measures are in place to minimize the risk of fraudulent or inappropriate use of the APHEO credit card.
2. The APHEO credit card will be issued to the APHEO Treasurer, to be used only for appropriate APHEO business expenses; personal expenses are strictly prohibited as set out in the APHEO Treasurer Acknowledgement of Responsibilities and Obligations for the Use of the APHEO Credit Card Form.
3. The APHEO Treasurer is accountable for all activities on the APHEO credit card.
4. A new incoming APHEO Treasurer will be required to sign the Treasurer Acknowledgement of Responsibilities and Obligations for the Use of the APHEO Credit Card Form prior to issuance of the APHEO credit card.
5. If a breach of this Policy and Procedure is identified, the APHEO President and Vice-President will consider the facts and circumstances of the incident and devise a course of action.
6. The initial credit limit of the APHEO Credit Card will be set at $5,000. This limit may change at the discretion of the Executive Committee to meet operational needs.

Responsible Executive Committee Lead

President, Vice-President, Treasurer

Prior Revision Dates

(none)

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Procedure 2.3 Use of the APHEO Credit Card

Created: 2018/06/26 Last Revised: 2018/06/26

Corresponding Policy 2.3

General

This APHEO credit card procedure outlines the appropriate uses of the APHEO credit card, the roles and responsibilities, procedures relating to payment and reporting, and the procedure for the APHEO Executive Committee if it has been deemed that the APHEO Treasurer has breached the APHEO Credit Card Policy and Procedure.

Procedures

1. Appropriate Use

Expenses charged to the APHEO credit card must be directly aligned with the APHEO budget. Examples of appropriate uses include:

- Expenses in relation to the annual APHEO conference/workshop;
- Non-discretionary operational expenses (i.e., insurance, membership dues, website fees, supplies);
- Discretionary operational expenses; and,
- Any other expenses deemed appropriate by the APHEO Executive Committee.
- Expenses of a personal nature shall not be charged to the APHEO credit card.

In situations where there is doubt about the appropriate use of the APHEO credit card, it is strongly recommended that the APHEO Treasurer seek guidance from the APHEO Executive Committee prior to any purchases.

2. Roles and Responsibilities

The APHEO Treasurer is responsible for:

- Signing the APHEO Treasurer Acknowledgement of Responsibilities and Obligations for the Use of the APHEO credit card form.
- Ensuring that the APHEO credit card is used only for appropriate expenses.
- Routinely monitoring credit card transactions via monthly statements or other means as appropriate.
- Following up with any erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statement and notify the financial institution immediately for resolution.
- Retaining receipts (electronic or physical copy) and providing explanations for all transactions.
- Maintaining a log of all transactions.
- Immediately reporting to the financial institution and APHEO Executive Committee in the

event the APHEO credit card is lost or stolen, or fraudulent activity occurs.
- Returning the APHEO credit card upon completion of term and/or resignation.

The APHEO Executive Committee is responsible for:
- Ensuring that the APHEO Treasurer has signed the APHEO Treasurer Acknowledge of Responsibilities and Obligations for the Use of the APHEO credit card form.
- Ensuring that the APHEO Treasurer is adhering to the appropriate uses of the APHEO credit card.
- Scrutinizing transactions to ensure compliance with the policy when appropriate or necessary.
- Providing guidance to the APHEO Treasurer, when requested, on appropriate uses of the APHEO credit card.
- Assessing the need for changes to the credit limit for the APHEO credit card, and if deemed necessary, providing approval for the credit limit change.
- Reviewing the credit card policy and procedure and making revisions as necessary.

3. Procedures – Payment and Reporting

a) The APHEO Treasurer must retain all receipts (electronic or physical copy) and record the expenses on a transaction log.
b) The APHEO Treasurer shall pay expenses prior to the monthly due date appearing on the credit card statement.
c) The APHEO Treasurer, as a part of their quarterly financial reporting to the APHEO Executive Committee, shall provide credit card statements that reflect the reporting period.

4. Procedures – Identified Breach of APHEO Credit Card Policy and Procedure

a) In an event that a breach has been identified, the APHEO President, with support from the Vice-President, will devise a course of action after considering the facts and circumstances of the incident.
b) In the event where issues and threats have arisen as a result of the inappropriate use of the APHEO credit card, the APHEO President, with support from the Vice-President, may seek legal counsel to identify and implement a plan of action to resolve the issues.

Responsible Executive Committee Lead

President, Vice-President, Treasurer

Prior Revision Dates

(none)

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Policy 3.1 Project Manager Roles and Responsibilities

Created: 2008/11/21 Last Revised: 2016/08/21

Corresponding Procedure 3.1

Related Policies:
Policy 1.3 Conflict of Interest
Policy 3.3 Contracting of Services

General

This policy outlines how APHEO-approved projects will be managed. The policy applies to all projects that require contracts, managing funds and regular updates to funding agencies. These projects will have a manager to be hired in accordance with APHEO's Contracting of Services Policy. The project manager will abide by the requirements of this policy and the corresponding procedure.

Engagement of any individual to act as a project manager on behalf of APHEO requires a memorandum of understanding or contract. The individual will be considered an independent contractor and will not, under any circumstances, be considered an employee of APHEO.

Policy

The project manager is required to:

1. Manage work groups;
2. Develop and maintain a detailed project plan;
3. Manage risks and opportunities;
4. Manage and report on progress;
5. Maintain electronic files and documentation for the project, and
6. Manage the project budget.

Responsible Executive Committee Lead

President

Prior Revision Dates

2008/11/21
2011/11/20

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Procedure 3.1 Project Manager Roles and Responsibilities

Created: 2008/11/21 Last Revised: 2016/10/26

Corresponding Policy 3.1

General

This procedure document complements the corresponding policy and details the roles and responsibilities of an effective Project Manager.

Procedures

The roles of the project manager will be clearly laid out using a contract for services memorandum of understanding but, at a minimum, will include the following tasks (unless otherwise specified in the contract for services):

1. Manage work groups

1.1. Recruit working group members as appropriate (see related policies).
1.2. Create or assist in the creation of terms of reference for working group(s).
1.3. Promote teamwork and collaboration.
1.4. Communicate with group members.
1.5. Coordinate activities of working group(s) and/or liaise with the group lead(s)/chair(s) as appropriate based on group structure.
1.6. Mediate problems encountered by working group members.
1.7. Organize and chair meetings (or arrange for a chair) as required, including the preparation and distribution of minutes and preparation of agendas.
1.8. Encourage all working group members to actively participate in assigned activities as outlined in the terms of reference.
1.9. Ensure that working group members are aware of their roles and responsibilities.

2. Develop and maintain a detailed project plan

2.1. Plan and define scope (clearly define what activities are part of the project plan and what are not).
2.2. Develop a project plan that details planned activities, assigned leads, resources and timelines for completion based on deliverables identified in the project proposal.
2.3. Manage project deliverables and timelines according to the project plan.
2.4. Manage project evaluation and dissemination activities as appropriate.
2.5. Ensure adherence to the project plan by all project participants using the terms of reference as a guide.

3. Manage risks and opportunities

3.1. Identify, discuss and address potential opportunities and risks at working group meetings.

- Opportunities are conditions favorable to achieving project objectives (e.g., a collaboration that allows the group to complete the project in less time).
- Risks are conditions that may lead to project failure. Most risks (or potential failures) can be overcome or resolved when given enough planning capabilities, time, and resources.

3.2. Record and manage project issues and when necessary, escalate these issues to the Steering/Advisory Committee or the APHEO Executive Committee.

4. Manage and report on progress

4.1. Manage and report progress to the Advisory/Steering Committee or the APHEO Executive Committee.

4.1.1. The project manager shall submit a written report to the project Advisory/Steering committee or the APHEO Executive Committee upon request. The project manager or designate will also provide a status update of the project at APHEO business meetings.

4.1.2. The project manager's report will include the following sections:

- Update on project plan, timelines and progress to date,
- Requests for major changes to the project plan,
- Update on budget,
- Potential opportunities and risks.

4.2. Manage and report progress to funder.

4.2.1. Track and report on progress to funder as outlined in the funding contract.

4.2.2. Seek approval from funder for major adjustments to the project plan if budget changes are required.

Responsible Executive Committee Lead

President

Prior Revision Dates

2008/11/21
2011/11/20
2012/10/16

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Policy 3.2 Work Group Member Recruitment, Roles and Responsibilities

Created: 2008/11/21 Last Revised: 2016/08/26

Corresponding Procedure 3.2

Related Policies:
Policy 1.3 Conflict of Interest
Policy 3.3 Contracting of Services

General

In order for APHEO to achieve its goals, it depends on its members to participate in the activities of the Association. APHEO members are frequently asked to lead or participate in working groups. This policy describes the recruitment, roles and responsibilities of working group members.

A working group can be formed to examine a particular situation or problem related to APHEO activities and suggests ways of dealing with it, or they may be tasked with a specific project related to supporting the work of the Association. A working group may be funded or unfunded.

Policy

1. The APHEO Executive Committee is accountable for all working groups.
2. Formation of working groups must be supported and initiated by the APHEO Executive Committee. Recruitment and selection of group members may be delegated to project manager or working group lead.
3. For funded working groups where group members receive a stipend, member selection must be in accordance with APHEO's Contracting of Services Policy.
4. The working group lead must be an APHEO member.
5. The working group lead is responsible for reporting activities of the working group to the executive as defined under the terms of reference for the group.
7. Working group members are expected to conduct themselves in a professional manner and in accordance with the terms of reference.
8. No representation of results of working group work as reflecting the position of APHEO.

Responsible Executive Committee Lead

President

Prior Revision Dates

2008/11/21
2011/11/20
2012/10/16

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Procedure 3.2 Work Group Member Recruitment, Roles and Responsibilities

Created: 2008/11/21 Last Revised: 2016/08/26

Corresponding Policy 3.2

General

In order for APHEO to achieve its goals, it depends on its members to participate in the activities of the Association. APHEO members are frequently asked to lead or participate in working groups. This procedure document complements the corresponding policy and describes the recruitment process for working group members, as well as guides the activities of working groups.

Procedures

Blurb (optional)

1. Recruitment

1.1. The APHEO Executive Committee, working group chair, or project manager will recruit members by sending recruitment e-mails through the APHEO listserv or equivalent and/or contacting specific experts directly.

1.2. Members will be accepted into working groups based on the following criteria:

1.2.1. For funded groups where working group members receive a stipend, potential members will submit a resume and members will be selected according to APHEO's Contracting of Services Policy.

1.2.2. For unfunded groups where working group members do not receive a stipend, members will be selected by the APHEO Executive Committee, working group lead or project manager. Selection will be based on interest, availability and ability to meet the objectives of the working group as outlined in the terms of reference.

2. Roles and Responsibilities

2.1. The working group will appoint a member to act as chair if one has yet to be identified.

2.2. The working group chair will:

2.2.1. Create terms of reference for the working group including but not limited to objectives, deliverables, timelines, meeting schedules, and decision-making process.

2.2.2. Provide updates for APHEO general meetings.

2.2.3. Provide direction and expertise to the project manager (if applicable) and working group members.

2.3 Members will actively contribute to the deliverables of the working group and keep other members, the working group lead and/or the project manager updated on progress. If unable to complete an assignment in the timelines outlined, members will advise the working group chair or project manager promptly so that other members can be approached.

2.4 Members will attend and actively participate in working group meetings at the frequency outlined in the working group terms of reference. Members will communicate via email, telephone and face-to-face as required including responding to email and telephone messages in a timely manner.

Responsible Executive Committee Lead

President

Prior Revision Dates

2008/11/21
2011/11/20
2012/10/16

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Policy 3.3 Contracting of Services

Created: 2008/11/21 Last Revised: 2016/10/25

Corresponding Procedure 3.3

Related Policies:

Policy 1.3 Conflict of Interest
Policy 3.1 Project Manager Roles and Responsibilities

General

In order for APHEO to achieve its goals, it depends on its members to participate in the activities of the Association. There may be times when specific projects require additional resources or expertise beyond what is available through its membership.

The purpose of this policy is to describe when consultants and professional services can be used for APHEO projects and how such services should be retained.

Policy

1. APHEO may enter into contracts for service between individuals and/or agencies for the provision of professional and support services to APHEO only when:
   1.1. Specific projects require technical capabilities or unique and specialized advice not available within APHEO; and/or
   1.2. The advice or services sought and the resulting expenditure, can be justified as being necessary to accomplish the activities of APHEO; and/or
   1.3. Projects require greater resources than are available.

2. Contracts for services for a consulting assignment and/or project will have the following requirements:
   2.1. A defined scope of work with specific objectives, deliverables, and timelines.
   2.2. Will be signed by the APHEO president and one other member of the Executive Committee.
   2.3. Will be reviewed at least annually by the Executive Committee.
   2.4. Extensions or changes to the original contract will be reviewed by the Executive Committee.

Responsible Executive Committee Lead

President

Prior Revision Dates

2008/11/21
2011/11/20
2012/10/16

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Procedure 3.3 Contracting of Services

Created: 2008/11/21 Last Revised: 2016/10/25

Corresponding Policy 3.3

General

The procedure document complements the corresponding policy and guides the APHEO Executive Committee on how consulting and professional services should be retained.

In order for APHEO to achieve its goals, it depends on its members to participate in the activities of the Association. There may be times when specific projects require additional resources or expertise beyond what is available through its membership.

Procedures

1. Request for Quotation (RFQ)

- A Request for Quotation is a solicitation from the Association to external suppliers inviting them to submit an offer to the Association so that APHEO can purchase specified consulting or professional services at a fixed total amount, including all expenditures (e.g., travel, accommodation, meals, printing, etc.). The RFQ will include the project scope and description along with selection criteria.
- A Request for Quotation from qualified candidates is the appropriate method to use when tasks and deliverables are highly specific. As a result, there is a low likelihood of much variation among the approaches to be submitted. An RFQ usually specifies a fixed cost and the most competitive price is the major factor for evaluation. Such calls will result in a formal contract.
- For purchases expected to exceed $1500, a minimum of three written quotes will be sought from at least three suppliers. All submitted RFQ will be reviewed by the Executive Committee using predetermined criteria within a transparent process.

2. Request for Proposal (RFP)

- A Request for Proposal is a solicitation from the Association to external suppliers to submit an offer to provide goods or services, including professional or consulting services, as a basis for negotiations for entering into a contract. The RFP will include the project scope and description along with selection criteria.
- A Request for Proposal from qualified candidates is the appropriate method to use when there is a complex technical, professional or managerial problem or matter to be resolved for which there is often no clear or single solution. While the goal, timing, requirements or results desired is often describable, the method or way of reaching

results may be left to proponents to submit for comparative evaluation. As a result, price is not usually the primary factor for evaluation, although value and cost-effectiveness will still be evaluated and will be required of the successful candidate. All submitted RFPs will be reviewed by the Executive Committee using predetermined criteria within a transparent process.

3. Sole Source Situations

- Sole Source means entering into a commitment outside of the Request for Quotation (RFQ) or Request for Proposal (RFP) process. The Executive Committee may waive the RFP and RFQ process in cases where normal purchasing procedures are not possible (i.e. emergencies, time constraints or where for economic reasons it is not possible to follow accepted procedures) or where the service or product is specialized or unique.

4. Ongoing Service Provider

- If there is an ongoing working relationship already established for a particular service the Executive Committee may waive the RFP and RFQ process if they are satisfied with the quote and service provided by the established provider.

5. Recruiting for a Contract Position

- Recruiting for a contract position requires a solicitation from the Association to individuals to submit a resume as an application for competitive consideration.
- Recruiting for a contract position is the appropriate method to use when there is a specific project with set funds allocated to a specific deliverable (for example: Project manager, work group member, module review, consultant). This will result in a recruitment and selection process as well as a formal contract. Recruitment will include posting a position description, the salary range, application deadline and the required qualifications and experience. The selection process will be conducted by a subgroup of the Executive Committee using predetermined criteria within a transparent process.

Responsible Executive Committee Lead

President

Prior Revision Dates

2008/11/21
2011/11/20
2012/10/16

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Policy 3.4 Sponsorship

Created: 2002/09/29 Last Revised: 2017/06/13

Corresponding Procedure 3.4

Related Policies:
Policy 1.3 Conflict of Interest
Policy 5.1 APHEO Conference and Workshop Planning

General

APHEO is a non-profit, non-partisan professional association that does not endorse the products, services, or values or any company or organization or company. The agreements shall be consistent with APHEO's mission and vision.

Definitions

Sponsorship is defined as the provision of funding, in-kind, or other support for an APHEO project, event such as workshops /conferences or support in exchange for recognition.

Policy

1. Sponsorship agreements may be entered into by the APHEO executive or the APHEO Conference committee, subject to items 2 and 3 below. The APHEO executive may extend time-limited permission to an individual or APHEO group to solicit sponsors for the purposes of supporting the aims of APHEO.
2. The APHEO Executive must approve new and previous sponsors to ensure that the sponsors are not in conflict the APHEO's mission, vision and goals.
3. Sponsors will be recognized for their support of the APHEO project or event in a manner that has been mutually agreed upon. This recognition does not imply endorsement by APHEO of the sponsor's policy, position, behaviours or holdings.
4. Recognition shall be provided for the duration of the project/event and will be included on any historical documents or references to same. Sponsorship does not imply either on-going recognition or an obligation by APHEO to enter into future sponsorship agreements.

Responsible Executive Committee Lead

Member-at-Large

Prior Revision Dates

2002/09/29
2014/11/13
2017/06/13

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Procedure 3.4 Sponsorship

Created: 2018/06/26 Last Revised: 2018/06/26

Corresponding Policy 3.4

General

This procedure describes the general course of action for soliciting sponsors and for acquiring and using sponsorship funding, in-kind or other support.

Procedures

Roles and Responsibilities of the APHEO Executive

1. The APHEO Executive Committee is responsible for ensuring there is a designated Sponsorship Lead or Lead(s) to manage sponsorship agreements and business relationships.
2. In their role as Executive Liaison and ex-officio member of the Conference and Workshop Planning (CWP) committee, the Member-at-Large ensures a Sponsorship Lead is designated on the CWP Committee early in the planning process.
3. The Executive retains the authority to approve sponsorship agreements on behalf of the Association. The ability to enter into sponsorship agreements is delegated to Sponsorship Leads but is subject to Executive oversight and approval.
4. The Executive retains the right to cancel and decline any sponsorship that has not been pre-authorized, was not received by an official designate (i.e., Sponsorship Lead), that is not in alignment with the Association mission and vision, or for other reasons (e.g., sponsor's perceived or actual conflicts of interest).
5. The Executive reviews and approves new sponsors prior to signing of new agreements or accepting the sponsorship funds or support.

Roles and Responsibilities of the APHEO Treasurer

1. The Treasurer is responsible for accepting and delegating sponsorship funds appropriately, within the usual duties of the Treasurer position.

Roles and Responsibilities of Sponsorship Leads

1. The Sponsorship Lead is responsible for all sponsorship activity conducted for the designated project or event as specified by the APHEO Executive. Sponsorship activities include:
    a. Developing sponsorship documents (e.g., sponsorship package, agreements)
    b. Soliciting new sponsors
    c. Negotiating details of sponsorship (e.g., funds, in-kind support, timing, etc.)

   d. Signing of agreements
   e. Oversight of transfer of sponsorship funds to the Association via the Treasurer
   f. Recognition of sponsors (e.g., thank you messages after completion of project or event, explicit recognition of sponsorship in project or event documents)
2. Sponsorship Leads are responsible for assessing the appropriateness of potential sponsors and the nature of sponsorship (see guidelines below). Sponsorship
3. When there is significant sponsorship activity to be completed (e.g., for the APHEO Conference and Workshop), the Sponsorship Lead can delegate activities to other committee or work group members. Responsibility for the activities remains with the Sponsorship Lead.

Guidelines for Acceptable Sponsors and Sponsorship

- APHEO will not accept sponsorship that would entail endorsement of any products, services, organizations or companies.
- APHEO will not allow sales pitches or partisan messaging from sponsors.
- APHEO will not accept sponsorship from companies or organizations that have perceived or actual conflict with the Association's mission and values.
- Examples of acceptable sponsors include:
  - government ministries or agencies
  - non-profit organizations with mission and values in alignment with APHEO
  - post-secondary institutions with programs related to public health, epidemiology, biostatistics or related disciplines
  - for-profit companies, such as those for statistical or analytical software (provided the sponsorship is within all other parameters for acceptable sponsorship)

Responsible Executive Committee Lead

Member-at-Large

Prior Revision Dates

(none)

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Association of Public Health Epidemiologists in Ontario

Policy 4.1 Job Postings on the APHEO Website

Created: 2010/10/17 Last Revised: 2019/01/31

Corresponding Procedure 4.1

Related Policies: (none)

General

The purpose of this policy is to establish a standard of practice that allows potential employers to reach a group of some of the most qualified and experienced public health epidemiologists in Ontario in a cost-effective and easy manner.

As part of APHEO's annual membership fees, both full and affiliate members are allowed to send job advertisements to both the APHEO website and listserv, on behalf of their own organizations.

APHEO makes no claims about the accuracy of job posting information provided on the APHEO website, and accepts no responsibilities arising from the posting. It is the responsibility of the individual accessing this information to check with the specific organization to verify the information contained in a posting.

Policy

- For APHEO members who post job advertisements on behalf of their own organization:
  - No fee will be charged.
  - All job posting requests should be made online through "submit a job posting" on APHEO jobs page.
- For non-members, organizations who do not have an APHEO member, who would like post a job:
  - All job posting requests should be made online through "submit a job posting" on APHEO jobs page.
  - A fee per job posting will be charged. Employment agencies or organizations with multiple relevant job postings will be required to pay the specified fee for each individual job posting.
- The APHEO Executive Committee reserves the right to approve the posting of all job advertisements prior to posting on the APHEO website. This is intended to ensure that the content submitted is relevant and aligned with the mission and values of APHEO. The APHEO Executive Committee also reserves the right to remove communications that are in their opinion deemed to be abusive, illegal, or not appropriate.
- All job advertisements shall conform to the requirements described in the corresponding procedure, Job Posting on the APHEO Website.

Responsible Executive Committee Lead

Secretary, Treasurer

Prior Revision Dates

2010/10/17
2011/11/20
2012/10/16
2014/12/12
2016/07/26

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Procedure 4.1 Job Postings on the APHEO Website

Created: 2010/10/17 Last Revised: 2019/01/31

Corresponding Policy 4.1

General

This procedure document complements the corresponding policy, Job Posting on the APHEO Website, and describes the processes to be followed in posting job advertisements on the APHEO website for members, as well as for non-member individuals, organizations and external agencies.

Procedures

For APHEO Members:

- All job posting requests should be made online through “submit a job posting” section on the jobs page.
- If assistance is required related to submitting a request, please contact the APHEO Secretary at secretary@apheo.ca.
- Once the posting is approved by the APHEO Secretary, it will be posted on the APHEO website.
- A message will be sent through the APHEO listserv to inform members of this opportunity if the APHEO member has not already informed the members.
- The posting will be removed upon expiry of the job application deadline.

For Non-Member Individuals and Organizations:

- All job posting requests should be made online through “submit a job posting” section on the jobs page.
- Upon receipt of the request of posting the job, the APHEO Secretary will contact the agency to inform the policy for job posting by non-members and external agencies, as well as the payment amount that is required.
- Once the job posting is approved by the APHEO Secretary, it will be posted on the APHEO website.
- A message will be sent through the APHEO listserv to inform members of this opportunity. Email confirmation will be sent to the requesting organization.
- Upon receipt of email confirmation from APHEO Secretary, the APHEO Treasurer will issue an invoice to the requesting organization for a fee of $50.
- Upon expiration of the posting, the job posting will be removed from the website.

Responsible Executive Committee Lead

Secretary, Treasurer

Prior Revision Dates

2010/10/17
2011/11/20
2012/10/16
2014/12/12
2016/06/05

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Association of Public Health Epidemiologists in Ontario

Policy 4.2 Social Media

Created: 2018/06/26 Last Revised: 2018/06/26

Corresponding Procedure 4.2

Related Policies:
Policy 1.3 Conflict of Interest
Policy 3.4 Sponsorship

General

The purpose of this policy is to establish the basic principles and guidelines for APHEO members to use and manage social media on behalf of the Association. This policy applies to APHEO members participating in any online social media community (including, but not limited to, platforms such as Twitter or LinkedIn) on behalf of the Association.

With prior approval by the President or Executive Committee, designated APHEO members may represent and make comments or posts on behalf of APHEO in accordance with APHEO's social media objectives and policy.

APHEO recognizes that the implementation of a social media approach has risks and that those risks need to be mitigated by the establishment of clearly set expectations and standards which are intended to govern APHEO members' online actions and activities.

APHEO respects the intellectual property of others and requires that all members do the same. Members must comply with all applicable privacy and copyright laws with respect to the postings of social media content.

APHEO Social Media Objectives

1. To increase awareness of the APHEO initiatives and resources (listserv topic expansion, work group accomplishments, etc.) to its members, their respective organizations, affiliated organizations and the broader public health community.
2. To contribute to the dissemination of work completed by APHEO members for their respective health units.
3. To provide an Ontario public health epidemiological perspective on current health trends in Canada and abroad.
4. To contribute to the circulation of public health epidemiological publications amongst APHEO members, their respective organizations, affiliated organizations and the broader public health community.

Policy

Upon approval from the President or Executive Committee, the Social Media work group will consist of APHEO members who have been approved for inclusion and have reviewed and understand APHEO's social media objectives and the following policies when using the APHEO social media account(s):

1. Designated APHEO members, comprising the Social Media work group, are responsible for monitoring all comments posted on the social media platforms and for providing regular updates and provide answers to inquiries within two business days.
2. APHEO members will not use the Association name to endorse or promote any personal opinion, product, cause or political position or candidate. Representation of one's personal opinions as endorsed by APHEO is strictly prohibited.
3. APHEO members posting information on behalf of the Association will do so in a positive, accurate, relevant and engaging manner. Content and comments containing any of the following will not be allowed for posting and will be removed:
   - Profane language or content
   - Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
   - Inappropriate sexual content or links to such content.
   - Solicitations of commerce.
   - Conduct or encouragement of illegal activity.
   - Information that may tend to compromise the safety or security of the public or public systems.
   - Confidential information.
   - Personal information or personal health information of others.
   - Post information considered to be false, disrespectful, abusive, obscene, threatening or invasive of someone else's privacy.

   If a member is in doubt about the content of information that is to be posted online, the member should first contact the President or Executive Committee before posting any content.
4. When a social media platform, created by an APHEO member on behalf of the Association, is no longer in use or relevant, the platform or page should be deleted or deactivated by the President or Executive Committee.
5. It is the responsibility of the designated APHEO members for monitoring and updating the social media platforms to ensure appropriate coverage when absent (i.e., vacation, illness, conferences, etc.).

6. In the event of a possible breach of confidentiality the APHEO member will immediately notify the President or Executive Committee.
7. The Social Media work group and the Executive Committee reserve the right to restrict any content that is deemed in violation of this policy or any applicable law.

Responsible Executive Committee Lead

Vice-President

Prior Revision Dates

(none)

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Procedure 4.2 Social Media

Created: 2018/06/18 Last Revised: 2019/04/18

Corresponding Policy 4.2

General

This procedure document complements the corresponding policy and describes the processes to be followed for use and management of APHEO social media accounts.

This procedure applies to APHEO members participating in any online social media community (including, but not limited to, platforms such as Twitter or LinkedIn) on behalf of APHEO, and to all members who wish to request content for posting on any APHEO social media account. With prior approval by the President or Executive Committee, designated APHEO members may represent and make comments or posts on behalf of APHEO in accordance with APHEO's social media objectives and procedure.

APHEO Social Media Objectives

1. To increase awareness of the APHEO initiatives and resources (listserv topic expansion, work group accomplishments, etc.) to its members, their respective organizations, affiliated organizations and the broader public health community.
2. To contribute to the dissemination of work completed by APHEO members for their respective health units.
3. To provide an Ontario public health epidemiological perspective on current health trends in Canada and abroad.
4. To contribute to the circulation of public health epidemiological publications amongst APHEO members, their respective organizations, affiliated organizations and the broader public health community.

Procedures

Upon approval from the President or Executive Committee, the Social Media work group will consist of APHEO members who have been approved for inclusion and have reviewed and understand APHEO's social media objectives and the following procedures when using the APHEO social media account(s):

For the APHEO Twitter Account

1. The APHEO Twitter account will be linked to a social media email account for the Association. Only members of the Social Media work group will have access to this email account and the APHEO Twitter account.

2. Every week, there will be one designated Social Media work group member who is responsible for monitoring the APHEO Twitter account. There will be a rotating schedule posted on the APHEO Social Media work group webpage. It is the responsibility of the designated APHEO member to ensure appropriate coverage when absent (i.e., vacation, illness, conferences, etc.).
3. The designated Social Media work group members will strive for a minimum of one tweet or retweet per week, with the aim to tweet more than once spread over the week, up to and including once per day.
4. Content for tweets will come from the social media calendar of events posted on the Social Media work group web page, trending topics on Twitter, tweets from followers, and requests from APHEO members.
5. The designated Social Media work group member will be responsible for replying to comments/responses to tweets within 2 business days.
6. APHEO members can request content for posting using the APHEO website. The APHEO website will have a form to submit posting requests to the Social Media Work group. The forms will be sent directly to the Social Media Work group for approval and execution of the request.

Responsible Executive Committee Lead

Vice-President

Prior Revision Dates

2018/06/18

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Policy 4.3 Harassment and Cyberbullying

Created: 2023/06/20 Last Revised: N/A

Corresponding Procedure 4.3

Related Policies:
Policy 4.2 Social Media

General

The Association of Public Health Epidemiologists in Ontario (the Association, or APHEO) is committed to maintaining a safe, respectful, and inclusive working environment for all members, staff, volunteers, and stakeholders. The Association does not tolerate harassment or cyberbullying in any form and is dedicated to preventing and addressing such behaviors. This policy defines procedures for reporting, addressing, and resolving incidents of harassment, which includes any form of unwanted and offensive behavior conducted through digital platforms. This policy applies to all individuals associated with APHEO, and all methods of communication used to conduct APHEO-related business, whether online or offline, and through virtual, telephone or in-person meetings or written communications.

Definitions

Cyberbullying: Cyberbullying refers to any form of harassment or bullying, intentionally or unintentionally, that occurs through use of digital communication tools, such as email, social media, instant messaging, message boards or any other electronic means. It involves using technology to offend, belittle, humiliate, or intimidate an individual or group.

Harassment: Unwelcome conduct, comment, gesture or action that offends, belittles, humiliates, or intimidates an individual or creates an unwelcoming, offensive, intimidating, or hostile work environment. This includes harassment based on an individual's protected characteristics (e.g., race, religion, gender, age, disability, sexual orientation, national origin, educational background, professional role, or affiliation).

Policy

APHEO strictly prohibits cyberbullying and harassment in any form. We are committed to providing a safe, inclusive, and respectful digital environment for all individuals associated with our organization. All members are expected to adhere to this policy and to treat others with dignity, respect, and professionalism when engaging in any digital communication on behalf of APHEO.

Responsible Executive Committee Lead

President

Prior Revision Dates

(none)

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Procedure 4.3 Harassment and Cyberbullying

Created: 2023/06/20 Last Revised: N/A

Corresponding Policy 4.3

Related Policies:
Policy 4.2 Social Media

General

The Association of Public Health Epidemiologists in Ontario (the Association, or APHEO) is committed to maintaining a safe, respectful, and inclusive working environment for all members, staff, volunteers, and stakeholders. The Association does not tolerate harassment or cyberbullying in any form and is dedicated to preventing and addressing such behaviors. This policy aims to define procedures for reporting, addressing, and resolving incidents of harassment and, which includes any form of unwanted and offensive behavior conducted through digital platforms. This policy applies to all individuals associated with APHEO, and all methods of communication used to conduct APHEO-related business, whether online or offline, and through virtual, telephone or in-person meetings or written communications.

Definitions

Cyberbullying: Cyberbullying refers to any form of harassment or bullying, intentional or unintentional, that occurs through use of digital communication tools, such as email, social media, instant messaging, message boards or any other electronic means. It involves using technology to offend, belittle, humiliate, or intimidate an individual or group.

Harassment: Unwelcome conduct, comment, gesture or action that offends, belittles, humiliates, or intimidates an individual or creates an unwelcoming, offensive, intimidating, or hostile work environment. This includes harassment based on an individual's protected characteristic (e.g., race, religion, gender, age, disability, sexual orientation, national origin, educational background, professional role, or affiliation).

Procedures

Reporting Incidents:

APHEO Executive Committee members recognize the potential for harassment and will make every reasonable effort to identify all potential sources of harassment to eliminate or minimize these incidents. Any individual who believes they have experienced or witnessed harassment and/or cyberbullying should report the incident promptly. Good faith reports can be made to any member of the Executive Committee. Anonymous reports will also be accepted, but individuals

are encouraged to provide their contact information to facilitate the investigation process and sufficient information to allow the Executive Committee to assess the incident. If it is determined that there is enough information provided and an investigation is warranted, an investigation will commence within 14 days of notification. APHEO does not guarantee that an investigation will be conducted for every complaint. An investigation team will investigate and address all incidents within 14 days of notification, and in a manner deemed appropriate for the circumstances.

Confidentiality:

The Association is committed to maintaining the confidentiality of all parties involved in a harassment or cyberbullying complaint to the extent reasonably possible. Information will only be disclosed on a need-to-know basis for the purpose of investigation and resolution. Any information provided about the incident or complaint will be held in confidence, except when it is information necessary to investigate the complaint or incident, to mitigate escalation, to take corrective action, or as required by law.

Investigation Process:

Upon receiving a complaint, the Association will promptly conduct an initial assessment to determine the appropriate course of action. This may involve appointing an investigator from the Executive Committee, or establishing an investigation team, composed of a subgroup of the Executive Committee. The investigation will be fair, impartial, and thorough. Any members of the investigation team with a conflict of interest will recuse themselves from the investigation. The investigator(s) will interview the complainant, the accused individual(s), and any relevant witnesses. They may also collect supporting evidence, review documents, and conduct any other necessary steps to gather information.

Findings, Resolution, and Corrective Action:

After completing the investigation, the investigator(s) will present the findings to the APHEO Executive Committee to determine whether harassment or cyberbullying has taken place.

Depending on factors such as the severity of the conduct, the number of past occurrences, and the manner in which similar situations may have been dealt with in the past by the Association, the complaint may be addressed through measures including, but not limited to the following: informal coaching (non-disciplinary), verbal/written warning, suspension of membership, or termination of membership.

The responses below (both formal and informal) outlined below are intended to be guidelines only. The Executive Committee reserves the right to repeat, omit or skip any step in the process depending on the circumstances and nature of the complaint.

1. **Informal counseling** - The Executive Committee will bring the incident to the member's attention, as soon as the facts giving rise to the incident become known. The Executive

Committee should reference any policy violations, if applicable. The Executive Committee and the member should discuss the concerns and a corrective action plan, if necessary. The Executive Committee is required to maintain a record of any conversations with the member that occur during the informal counseling process.

2. **Verbal or written warning** - Verbal/written warnings are issued after informal counseling has failed to correct a concern; or where the situation warrants corrective action that is more intensive than informal coaching. A verbal/written warning shall contain a full description of the facts giving rise to the warning including the date, time, and place of the incident(s) and any policy violations if applicable.The Executive Committee and the member should discuss the concerns and a corrective action plan, if necessary. The Executive Committee is required to maintain a record of any conversations with the member that occur during the verbal/written warning process.
3. **Suspension of membership** - Suspension of membership may occur if verbal/written warning(s) have failed to correct the unacceptable behavior. If circumstances warrant, suspension of membership may also occur, without prior warning. While this step is only used in rare circumstances, the suspension will be of indefinite duration, pending an investigation of the events surrounding the suspension.
4. **Termination of membership** - Termination of membership may occur in response to a culminating incident as part of a progressive discipline approach. Termination of membership may also occur in response to a single event or incident, if warranted in the circumstances. A termination of membership, for any reason, must be properly documented and approved, in advance, by the Executive Committee.

Appeals Process:

Both the complainant and the accused individual(s) will have the right to appeal the findings and proposed actions within 14 days of being notified. Appeals should be submitted in writing to executive@apheo.ca, for review by the Executive Committee.

Responsible Executive Committee Lead

President

Prior Revision Dates

(none)

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Policy 5.1 APHEO Conference and Workshop Planning

Created: 2002/01/19 Last Revised: 2016/11/25

Corresponding Procedure 5.1

Related Policies

- Policy 1.3 Conflict of Interest
- Policy 1.4 Operations during a Declared Provincial or Federal Public Health Emergency
- Policy 2.2 Travel and Incidental Expense Coverage
- Policy 3.3 Contracting of Services
- Policy 3.4 Sponsorship
- Policy 5.2 The Elaine Hector Student Award

General

The purpose of this policy is to guide the work of the Planning Committee for APHEO conferences and workshops. APHEO strives to hold professional conferences and workshops annually, on a rotating basis, or as otherwise directed by the Executive. The planning of such events requires the collaboration of a number of individuals, involvement of external parties, drafting of contracts and procurement of sponsorship funds.

Definitions

Conference - a prearranged meeting for consultation, exchange of information, or discussion, usually one with a formal agenda

Source: Merriam-Webster online dictionary, available online at http://www.merriam-webster.com/dictionary/conference

Workshop - a usually brief intensive educational program for a relatively small group of people that focuses especially on techniques and skills in a particular field.

Source: Merriam-Webster online dictionary, available online at: https://www.merriam-webster.com/dictionary/workshop

Policy

1. Planning Committee Chair

1.1. Each outgoing chair of a conference or workshop committee will sit as a member of the next such committee for the first two meetings for continuity and advice.

1.2. The outgoing chair will forward all relevant information and background materials to the President within 60 days of closure of the conference/workshop.

2. Membership of the Planning Committee

2.1. All APHEO members have the opportunity to participate on the conference/workshop planning committee.

2.2. The committee should consist of at least five (5) APHEO members in addition to a chair.

2.3. If a suitable number of volunteers cannot be recruited, then the APHEO Executive Committee reserves the right to cancel or postpone the event for the year.

2.4. Where appropriate, non-members of APHEO may be part of the planning committee based on the discretion of the workshop/conference Chair.

2.5. APHEO will not provide financial compensation or a reduced or waived registration for planning committee members regardless of their organizational affiliation.

2.6. Responsibilities for the Planning Committee will be determined at the outset of the committee's work. Overall, Planning Committee Members will:

2.6.1. Attend and participate in all planning committee meetings/teleconferences

2.6.2. Review meeting minutes

2.6.3. Be available to attend all the workshop/conference activities

2.6.4. Ensure all tasks assigned are completed on time

2.6.5. Provide regular updates to the Executive Committee and the general membership as per 3.1 and 3.2

2.6.6. Conduct themselves in accordance with the policies for Conflict of Interest and Contracting of Services

3. Reporting to Executive Committee

3.1. The Chair of an APHEO conference/workshop planning committee shall submit a written or verbal report to the APHEO Executive Committee during each regularly scheduled Executive meeting throughout the conference planning cycle.

3.2. The conference chair or their designate will provide a status update of the conference/workshop planning at the business meetings occurring before said event.

3.3. The final report must include current status on the following items regarding the workshop/conference:

3.3.1. Topic

3.3.2. Location

3.3.3. Presenters

3.3.4. Budget

3.3.5. Funding (including detail on sources and amounts of donations/ sponsorships)

3.3.6. Contracts (if applicable)

3.3.7. Social Activities
3.3.8. Evaluation

4. Budget

4.1. The Conference/Workshop Committee shall prepare a budget that is consistent with the allocated funding provided in the organizational budget approval process. In the instance that this budget must be exceeded; the Conference Committee will secure approval in writing from the Executive Committee before moving forward.

4.2. The Executive Committee must approve the overall workshop/conference budget, including draft estimates based on previous year's expenditures, before any contracts are signed, expenditures are paid, or liabilities are accumulated by APHEO.

4.3. Contracts to be entered into in the preparation and/or conduct of the conference/workshop are governed by the Contracting of Services Policy.

4.4. Approval will be granted in writing, for the initial budget, to the conference chair by the Executive Committee.

4.5. All conference or workshop contracts require signing by either the President or Vice President.

4.6. All disbursements related to conferences or workshops require signing by President or Treasurer.

5. Resources

5.1. All minutes, work plans, surveys, budgets, list of lessons learned or recommendations, tools and resources will be passed to the Secretary by the outgoing chair. This may include both electronic and paper resources.

6. Venue and other Contracts

6.1. In order to protect APHEO from and/or mitigate any cancellation fees incurred as a result of event cancellation due to a public health emergency, reasonable terms for cancellation and/or postponement will be negotiated as part of any venue contract.

Responsible Executive Committee Lead

Member-at-Large

Prior Revision Dates

2002/01/19
2004/12/10
2006/10/15
2008/09/26
2010/08/19
2011/11/20
2012/10/16

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Procedure 5.1 APHEO Conference and Workshop Planning

Created: 1999/11/19 Last Revised: 2016/11/25

Corresponding Policy 5.1

General

This procedure document complements the corresponding policy and describes the format of the Conference and/or Workshop, as well as the responsibilities of the various Conference/Workshop Planning Sub-Committees. APHEO strives to hold professional conferences and workshops annually, on a rotating basis, or as otherwise directed by the Executive. The planning of such events requires the collaboration of a number of individuals, involvement of external parties, drafting of contracts and procurement of sponsorship funds.

Procedures

1. Format and location

1.1. In general, a full conference will be alternated year-to-year with a more focused training workshop, unless there is opportunity to partner with another group or association for a larger conference. The format for organizing the workshop or conference will be standard across the years.

1.2. The workshop/conference topic will be identified by the APHEO membership through polling and discussion and confirmed by the Planning Committee. Workshop topics will aim to target a focused audience within the APHEO membership.

1.3. An APHEO General Meeting will be held at the conference/workshop, with a teleconference option available for those who cannot attend in person. The planning committee will determine when this meeting shall take place.

1.4. Location of the workshop/conference will be determined by the Planning Committee and approved by the APHEO Executive Committee.

2. Responsibilities of the Chair

2.1. Organize and chair planning teleconferences

2.2. Develop a work plan and timelines for all the planning activities

2.3. Ensure minutes of all meetings are recorded and action items clearly identified

2.4. Receive regular updates from all subcommittees (venue, content, sponsorship, etc.) and provide guidance and help as required

2.5. Keep track of tasks and timelines

2.6. Ensure tasks are completed

2.7. Update APHEO Executive Committee and general APHEO membership

2.8. Promote workshop/conference
2.9. Liaise with contract staff (i.e., for logistic planning of conference)
2.10. Commit to support the next planning committee for first few meetings

3. Responsibilities of the Content Sub-Committee

3.1. Determine speakers to invite and potential presenters to target via a call for abstracts
3.2. Draft invitation letters
3.3. Draft call for abstracts
3.4. Draft confirmation letters
3.5. Follow-up with invited speakers and successful presenters about logistics
3.6. Coordinate the selection of the recipient of the Elaine Hector Student Award
3.7. Provide regular updates to the full planning committee
3.8. Keep the planning committee chair informed of progress and issues

4. Responsibilities of the Venue Sub-Committee (if a professional company is not used)

4.1. Compile a list of suggested venues
4.2. Conduct site visits of suggested venues that meet satisfaction criteria of the planning committee
4.3. Negotiate venue contracts
4.4. Negotiate catering contracts
4.5. Provide regular updates to the full planning committee
4.6. Keep the planning committee chair informed of progress and issues

5. Responsibilities of the Registration Sub-Committee (if a professional company is not used)

5.1. Conduct any necessary APHEO membership surveys (e.g., to determine content preferences, etc.)
5.2. Manage the registration process and incoming registration fees
5.3. Provide regular updates to the full planning committee
5.4. Keep the planning committee chair informed of progress and issues
Responsibilities of the Sponsorship Sub-committee
5.5. Compile a list of event options for sponsorship
5.6. Compile a list of potential sponsors
5.7. Draft letters seeking sponsorship and thank-you letters
5.8. Provide regular updates to the full planning committee
5.9. Keep the planning committee chair informed of progress and issues

6. Responsibilities of the Social Sub-committee (if applicable)

6.1. Compile a list of potential options (may wish to survey the participants)
6.2. Compile a list of potential venues for options
6.3. Negotiate venue and catering contracts related to social events
6.4. Provide regular updates to the full planning committee
6.5. Keep the planning committee chair informed of progress and issues

Responsible Executive Committee Lead

Member-at-Large

Prior Revision Dates

1999/11/19
2004/12/03
2006/10/15
2008/09/26
2010/08/19
2011/11/20
2012/10/16

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Policy 5.2 The Elaine Hector Student Award

Created: 2008/11/21 Last Revised: 2019/01/31

Corresponding Procedure 5.2

Related Policies:
Policy 2.2 Travel and Incidental Expense Coverage
Policy 5.1 APHEO Conference and Workshop Planning

General

This award is given at the time of the annual APHEO conference/workshop and is meant to acknowledge that students engaged in applied public health epidemiology will help shape the future of public health in Ontario. Its purpose is to recognize the best student abstract as determined by the current conference/workshop planning committee.

Policy

APHEO may offer one (1) award of up to $500 to recognize the work of a full-time graduate or undergraduate student in the field of applied public health epidemiology and/or evaluation. The award is intended to cover the cost of registration, travel, and accommodation to attend the APHEO conference/workshop.

Award Eligibility Criteria

Graduate or undergraduate student enrolled in a full-time program at the time of abstract submission in a field related to applied public health epidemiology or evaluation at an academic institution.

The project for which the abstract is being submitted must be work that the individual completed while enrolled as a full-time student in the relevant field.

Responsible Executive Committee Lead

Member-at-Large

Prior Revision Dates

2008/11/21
2010/09/20
2011/11/20
2012/10/16
2016/05/26

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Procedure 5.2 The Elaine Hector Student Award

Created: 2008/11/21 Last Revised: 2019/01/31

Corresponding Policy 5.2

General

This procedure describes how students should apply for the Elaine Hector Student Award, and the corresponding selection process.

This award is given at the time of the APHEO conference/workshop and is meant to acknowledge that students engaged in applied public health epidemiology will help shape the future of public health in Ontario. Its purpose is to recognize the best student abstract as determined by the Conference/Workshop Planning Committee.

Procedures

1. Eligible students who submit an abstract for an eligible research or evaluation project (see policy for eligibility criteria) to the “Call for Abstracts” for the APHEO annual conference/workshop by the submission deadline will be considered for the Elaine Hector Student Award. Individuals should indicate their student status as part of the abstract submission.
2. The Conference/Workshop Planning Committee will review all submitted student abstracts and select the award recipient based on set criteria. Each abstract will be scored by two independent reviewers. The award will go to the student with the abstract submission with the highest combined score. If there is a tie, the Conference/Workshop Planning Committee will make all attempts to select the winner by consensus. All reviews will be blinded and reviewers will not review or vote in the case of a conflict of interest.
3. The award recipient will be notified prior to the conference/workshop date and will be expected to give a presentation based on their project during one of the conference/workshop sessions.
2. Once selected, the registration fee of the award recipient is waived.
3. The award recipient will be required to submit all original receipts for travel and accommodation to attend the APHEO conference/workshop to the APHEO Treasurer for further reimbursement, up to a total of $500 (excluding the registration fee). Travel and accommodation expenses covered by another organization are not eligible for reimbursement from this student award.

Responsible Executive Committee Lead

Member-at-Large

Prior Revision Dates

2008/11/21
2010/09/20
2011/11/20
2012/10/16
2016/05/26

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Policy 5.3 The Terry Delmore Award of Excellence

Created: 2018/06/26 Last Revised: 2018/06/26

Corresponding Procedure 5.3

Related Policies: (none)

General

This policy outlines the parameters for issuance of the Terry Delmore Award of Excellence, also known as the APHEO Award of Excellence.

About Terry Delmore

Terry Delmore was one of the first public health epidemiologists in Ontario. He began his career in 1987 at Niagara Region Health Department and finished in Halton Region in 2003. Terry was a founding member of APHEO, and APHEO president in 2001.

As president, he spearheaded the initiative to obtain APHEO membership as a constituent society of OPHA. During his career, Terry was a member of many provincial working groups including the Provincial Health Indicators Work Group, now called the Core Indicators Working Group. He was the recipient of the alPHa Distinguished Service Award in 2003 in recognition of his years of dedicated service in the public health field.

Terry was highly respected for his knowledge and insights, as well as for his unassuming and gentle nature. He was a mentor to many epidemiologists across the province, and was known for taking fledgling “epis” under his wing. He was a man who gave freely of his time to help others. Terry died in 2010 following a lengthy battle with cancer.

Purpose of the Award

The Terry Delmore Award of Excellence, named so to honour his professional achievements and legacy, was created by the APHEO Executive Committee and awarded to its first recipient in 2004. The purpose of the Award is to recognize outstanding contributions in the advancement and/or promotion of the discipline and professional practice of public health epidemiology in Ontario.

Policy

- The Award may be issued once per calendar year. The Executive Committee will endeavour to issue the Award at least once every three years.
- An Award does not need to be issued if nominations have not been received, or nominations fail to meet the criteria of the Award.
- An Award Selection Committee shall be responsible for soliciting nominations and selecting a suitable candidate.

- The successful Award recipients shall be recognized with the following:
    - Formal award recognition at an APHEO conference or workshop
    - An engraved plaque
    - Historical recognition and documentation on the Award of Excellence APHEO webpage

The Award Selection Committee Membership

- The Award Selection Committee will consist of a minimum of three and up to five APHEO members including:
    - at least two full members, not currently sitting on the Executive Committee
    - at least one affiliate member
- Membership on the Selection Committee shall be for a single Award issuance term.
- Members may serve for up to three consecutive terms or an unlimited number of non-consecutive terms.

Description of Deserving Candidates for the Award

Eligible candidates will have dedication to the highest standards of the practice of public health epidemiology, and have made outstanding contributions to:

- The advancement of the discipline of public health epidemiology (e.g., theoretical or methodological advances);
- The promotion of the discipline (e.g., through public awareness of epidemiology as a science and as an evidence-based applied discipline);
- The promotion of the discipline as a valued and needed service within public health;
- The advancement of professional practice (e.g., through the application of knowledge to prevent disease and/or promote health as noted by research, scholarly writings, professionalism);
- The promotion of professional practice (e.g. exemplary leadership of public health epidemiologists in Ontario through teaching, mentoring); and/or
- Activities conducted, promoted and/or involved in that have advanced the goals and objectives of APHEO.

Award Nomination Criteria

A nominee is considered eligible for consideration when the following criteria apply:

- Have been nominated by at least three members from APHEO who are in good standing of APHEO (i.e., who have paid membership dues);
- An individual may nominate themselves provided all other criteria are met, recognizing that the nomination must be supported by two other unnominated APHEO members in good standing;

- May be awarded to a past recipient if nominated for substantially different contributions to public health epidemiology than the contributions which were previously recognized;
- May be awarded to a past nominee;
- May be a recipient of other awards for the same work(s);
- May or may not be a member of APHEO, as long as the eligibility criteria are met;
- May be a person or a group of people; and
- The award will not be issued to a recipient posthumously.

Responsible Executive Committee Lead

President

Prior Versions

(none)

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Procedure 5.3 The Terry Delmore Award of Excellence

Created: 2018/06/26 Last Revised: 2018/06/26

Corresponding Policy 5.3

General

This procedure outlines the process by which the Terry Delmore Award of Excellence is awarded to a selected nominee, including the roles and responsibilities, the general steps for forming the Selection Committee, the nomination and selection processes, and issuance of the award.

Procedures

Roles and Responsibilities of the APHEO Executive Committee

- Initiates the Award process by putting forth a call for Award Selection Committee members to the general membership
- Receives and ratifies the Selection Committee's recommendation for suitable candidate
- Issues the Award to the final selected candidate

Roles and Responsibilities of the Award Selection Committee

- Puts forth a call for nominations to the APHEO membership
- Selects a suitable candidate
- Recommends a suitable candidate to the Executive Committee

1. **Forming the Selection Committee**
    a. The APHEO Executive determines that the Award shall be issued in the current year with the decision being made at the Executive Committee transition meeting.
    b. The APHEO President initiates the process by putting a call out to the membership for volunteers to form the Award Selection Committee. This call out would ideally happen before the first general meeting of the year, such that the Selection Committee members can be announced at the first general meeting.
    c. The Selection Committee members shall meet the criteria as outlined in the corresponding policy.
    d. Members found to have a conflict of interest (e.g., being nominated for the Award) will step down from the Selection Committee. If more than one member steps down from the Selection Committee, replacements will be recruited by the APHEO President.

e. Once the Selection Committee is formed, the APHEO President will communicate the task and requirements to the Selection Committee at their first meeting.
f. The Selection Committee will select a chairperson at their first meeting.
g. Further meetings will occur as required, by teleconference or other means as required.
h. The Selection Committee will keep all nomination information confidential. Only the name of the recipient and the information regarding their contribution to public health epidemiology will be released.
i. All reasonable expenses incurred by the Selection Committee in the performance of its duties will be reimbursed by APHEO.

2. The Nomination Process

a. Any APHEO member may nominate an individual or a group of individuals for consideration for the Award. All nomination criteria are outlined in detail in the corresponding APHEO policy.
b. The Selection Committee will circulate the Award Information Sheet to APHEO members at least sixty days prior to the nomination deadline. The Information Sheet will be accompanied by the Selection Committee members' names, nomination deadlines, and to whom the nominations should be sent (i.e., Chair of the Selection Committee).
c. A reminder of the nomination deadline will be distributed to APHEO members in good standing by the Chair of the Selection Committee thirty days prior to the deadline.
d. The completed nomination forms must be received, by the Chair of the Selection Committee, by the nomination deadline to be eligible for consideration.

3. The Selection Process

a. The Selection Committee will first screen nomination forms based on the nomination criteria outlined in this corresponding policy.
b. If more than one individual (or group of individuals) is nominated, the Selection Committee will determine the eligibility of each nominee for the Award based on the Award eligibility criteria, using the Award of Excellence Scoring Sheet, to be shared by Executive with the Selection Committee.
c. If more than one nomination is received and deemed eligible, the Selection Committee will make all attempts to select a candidate by consensus with the aid of the scoring process. If consensus cannot be reached, a vote will be taken. If the vote results in a tie, the Chair will abstain from voting.

d. The Selection Committee will recommend one candidate to the APHEO Executive for ratification. The recommendation will include a short (maximum 200 word) synopsis of the nominee's contribution to public health epidemiology.
e. APHEO Executive then should formally accept the Selection Committee's recommended candidate. Executive may choose to accept the recommendation, with strong rationale, and to direct the Selection Committee to recommend an alternate candidate.

4. Issuance of the Award

a. The President will inform the candidate of the Award at least thirty days prior to the Annual Conference or Workshop.

b. The Executive Committee will arrange for the engraving of the plaque.

c. The President and Vice-President, or their designate(s), will present the award to the candidate at an annual APHEO Conference or Workshop.

d. The Terry Delmore Award of Excellence will consist of a plaque inscribed with the following:

   i. The year of the Award

   ii. The recipient's name

   iii. "Terry Delmore Award of Excellence"

   iv. "In recognition of outstanding contributions in the advancement and/or promotion of the discipline and professional practice of public health epidemiology in Ontario", and

   v. the APHEO logo

e. The APHEO Executive will include the recipient's name and a brief description of the recipient's contributions (maximum 50 words) on the APHEO website's "Terry Delmore Award of Excellence Recipients" and in the Association's annual report.

f. The Selection Committee Chair will be responsible for destroying the completed scoring sheets to ensure confidentiality of all nominees at the completion of the entire selection and award issuance process, i.e., once the APHEO Executive accepts a recommendation for a candidate AND the final candidate has received their award.

Responsible Executive Committee Lead

President

Prior Revision Dates

(none)

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Policy 5.4 Membership Recognition

Created: 2019/01/31 Last Revised: 2018/01/31

Corresponding Procedure 5.4

Related Policies:
Policy 3.1 Project Manager Roles and Responsibilities
Policy 3.2 Work Group Member Recruitment, Roles and Responsibilities

General

The Association for Public Health Epidemiologists in Ontario (APHEO, "the Association") is a non-profit organization run entirely by its members, who volunteer their time by participating on numerous committees and work groups, furthering the mission of the Association. This policy describes the parameters for how these members will be recognized and thanked for their efforts.

Policy

The APHEO Executive Committee will formally recognize all the volunteer contributions of its members in furthering the mission and activities of APHEO. The Executive Committee will formally recognize contributions made in the following capacities:

- APHEO Executive Committee members
- APHEO work group and committee chairs
- APHEO work group and committee members
- APHEO members who formally represent the Association on an external committee and/or project (e.g., a Ministry advisory committee, OPHA Fall forum volunteer)
- APHEO members who have made significant volunteer contributions (as recommended by the Engagement Committee, and approved by the Executive Committee) to the Association not otherwise specified.

The timing and method of recognition will be completed as outlined in the corresponding procedure. The President will have the responsibility of ensuring that membership recognition activities are undertaken.

Responsible Executive Committee Lead

President

Prior Revision Dates

(none)

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Procedure 5.4 Membership Recognition

Created: 2018/01/31 Last Revised: 2018/01/31

Corresponding Policy 5.4

General

This procedure outlines the roles, responsibilities and the processes by which APHEO will recognize the volunteer efforts of its members participating in activities, committees and work groups that further the mission of the Association.

Procedures

Recognition for APHEO Executive Committee members

1. Who's responsible:
    a. The President (or designate) will be responsible for recognizing all other Executive Committee members.
    b. If the President is leaving the position at the end of the term or during the term, the other Executive Committee members for that term should ensure their President is recognized and thanked.
2. When the recognition will occur:
    a. Recognition for all Executive Committee members should occur once per calendar year, near the end or just after the completion of an Executive term. Some verbal recognition should occur at an in-person event (e.g., an APHEO Conference or Workshop, or the annual Executive transition meeting).
3. Recognition process:
    a. The efforts of the entire Executive Committee, as well as the contributions of specific members, shall be recognized in a method at the discretion of the current President.
    b. In addition, Executive Committee members shall be recognized annually with a token of appreciation, up to a maximum value of $25 per member.
    c. A formal thank you letter should be sent by the President via lettermail to the Executive Committee member's immediate supervisor and/or Medical Officer of Health.

Recognition for APHEO volunteers (e.g., work groups, committees)

All other volunteers include: APHEO work group and committee chairs and members, formal APHEO representatives on external committees, and other significant volunteer contributions not otherwise specified.

1. Who's responsible:
    a. The APHEO Engagement Committee Chair and the President (or designate) will be responsible for formally recognizing all work group and committee chairs and members, and all other volunteers for the Association.
2. When the recognition will occur:
    a. The Engagement Committee will formally recognize all APHEO volunteer efforts, at a minimum, once per calendar year.
3. Recognition process:
    a. At the discretion of the Engagement Committee, recognition of all other APHEO volunteers may include but are not limited to the following activities:
        i. Slideshow/presentation/speech, etc., at an APHEO Conference or Workshop
        ii. Sending out a 'thank you' message on the APHEO listserv, including a list of all work group and committee member names
        iii. Other formats as deemed appropriate (e.g., social media, website, letters of recognition, as an agenda item on a general meeting, etc.)

Budget Requests

The Engagement Committee may submit a request to the APHEO Treasurer or President for:

- Funds to purchase tokens of appreciation for volunteers with significant contributions; and/or
- To request a higher limit (greater than $25) for tokens of appreciation for APHEO Executive Committee members.

Responsible Executive Committee Lead

President

Prior Revision Dates

(none)

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