NETWORK OF SCHOOLS AND PROGRAMS OF POPULATION AND PUBLIC HEALTH - CANADA

TERMS OF REFERENCE

The Network of Schools and Programs of Population and Public Health (NSPPPH) - Canada is a network of institutions and individuals principally focused on the education and training of population and public health professionals in Canada and globally.

The Network is a tripartite forum for (a) schools and programs of population and public health (i.e. including deans and directors, faculty and staff), (b) their students, and (c) teachers (including those who are members of the Canadian Association of Teachers of Community Health). It was created to assist its members to improve the health and wellbeing of individuals and populations through preparing the next generation of population and public health students, professionals and academic leaders.

GOAL

Enhance capacity for Schools and Programs in population and public health by providing leadership, advocacy, and co-ordination in education and research to advance public health scholarship and practice.

MISSION

The mission of the Network is to be a key leader in advancing/enhancing population and public health education, training, scholarship and research and to act as a collective voice for Schools and Programs of Population and Public Health.

OBJECTIVES

1. Explore the needs and contribute to the agenda for population and public health education and training.
2. Facilitate the collection and dissemination of information regarding population and public health education and training programs.
3. Facilitate the sharing of resources among members of the network.
4. Contribute to the applied population and public health research agenda across Canada.
5. Contribute to population and public health knowledge development, mobilization and practice.
6. Advocate for the needs of Schools and Programs of Population and Public Health with respect to population and public health education and training, scholarship and research.

GENERAL MEMBERSHIP CRITERIA

The Network is composed of institutional, associate, and honorary members.

Institutional: Institutional membership is open to institutions including schools and/or faculties, programs/departments/units responsible for education and training in population and public health within Canada.

Associate: Associate membership is open to institutions with an interest in population and public health or public health training, which want to support the Network, its goals and objectives.
**Honorary:** Honorary membership may be conferred upon individuals who have rendered distinguished services to an institution or the Network.

New members may be invited to join the Network at any time with the majority agreement of the existing members.

**MEMBER ROLES AND RESPONSIBILITIES**

**Institutional Member**

**Role:** Institutional members are voting members and enhance the Network’s capacity to fulfill its goals and objectives through the following responsibilities:

**Responsibilities:**
1. Participate in Network initiatives, events, meetings and teleconferences or delegate another representative if unavailable.
2. Share Network key messaging through organization’s faculty, students, and other networks.
3. Represent the Network at external meetings/conferences.
4. Contribute funding or in-kind services to support the network.

Institutional members shall identify the Dean and/or Director as primary contacts, but may identify other faculty who represent the institution. In the case of a vote, only one representative of the institution may vote.

**Associate Member**

**Role:** Associate members are organizations or institutions who are non-voting members but lend their support, expertise, and may provide funding/in-kind contributions to the Network for the benefit of selected activities.

**Responsibilities:**
1. Participate in Network initiatives, events, meetings, and teleconferences or delegate another representative if unavailable.
2. Share Network key messaging through organization’s staff, volunteers and other networks.

Associate members will identify primary contacts for the network. Students associated with the Canadian Public Health Association and/or other public health associations are welcome to participate in meetings.

**Honorary Member:**

**Role:** Honorary members are individuals determined by the Network members as any individual with outstanding expertise, years of service, and contribution to achieving the goals of NSPPPH. Honorary members have the same rights as Associate members.

**Responsibilities:**
1. Participate in Network initiatives, events, meetings and teleconferences.
2. Share NSPPPH key messaging with their colleagues, networks.
DECISION-MAKING
On most matters of business, the Network will work toward and operate on the basis of consensus. However, if and when a vote is required, only one named representative from each Institutional Member will vote. Fifty-one percent of institutional members will constitute a quorum. Voting may be conducted during meetings and teleconferences or by email.

NETWORK EXECUTIVE
The Network will appoint a voluntary Chair and a Co-chair and at least three other voluntary Institutional Members and this will be the Network Executive.

At least annually, at the annual meeting, the Network will ask for volunteers to indicate their interest to serve on the Executive. The Network will give consideration to and encourage regional representation on the Network Executive. In the event that a large number of volunteers identify themselves and the number of volunteers is considered to be too large to function effectively, the Network may decide on a limited number of executive members through a vote. Otherwise, the Network Executive will be appointed by consensus of the Network Institutional members present at the meeting.

The Network will manage the work of the Network between meetings. However, the Executive’s actions are subject to ratification by the Network membership.

Executive Responsibilities:
1. Guide the planning of the annual meeting of the Network.
2. Preside over all meetings, events and teleconferences.
3. Liaise with the Secretariat on a regular basis and provide guidance.
4. Review meeting agendas and approve draft minutes.
5. Represent the Network at invited events and functions.

TELECONFERENCES AND MEETINGS
The Network will hold a teleconference at least quarterly and as needed. The Network Executive will hold a teleconference bi-monthly and as needed. Members are expected to send a designated representative from their organization if the primary designate is unavailable.

The Network will hold an annual meeting at the annual CPHA Conference or other suitable venue.

FEES
Institutional and Associate Members will pay an annual fee to participate in the Network. The fee will be set by the Network and approved by the Institutional Members.

If an Institutional or Associate Member is prohibited from paying a membership fee, they may support the Network through other funding mechanisms including grants, contracts, and sponsorship and in-kind contributions.

Costs for face-to-face meetings (facilities, food, etc.) will be shared amongst members equally. Travel and accommodation costs for member representatives to attend face-to-face meetings will be borne by the respective member organizations.
FUNDING and SPONSORSHIP
An Association or Institutional Member providing funding will work with the Network Executive and Secretariat to ensure transparency.

Sponsorship activities will follow the CPHA Corporate Sponsorship Policy

ADVOCACY
Advocacy by the Network should and will not to be attributed to Government members. No member may conduct advocacy on behalf of the Network without approval of the Network Executive.

SECRETARIAT:
The Secretariat of the Network will reside with the Canadian Public Health Association (CPHA), contingent upon appropriate funding. The Secretariat personnel are employees of the CPHA and as such do not vote at meetings of the Network.

Responsibilities:
1. Develop and distribute Network resources.
2. Provide support to the Chair and co-Chair.
3. Provide a central contact point for the Network.
4. Communicate regularly to all members through a variety of communication vehicles.
5. Organize meetings and teleconferences and provide minutes;
6. Maintain budget and finances for the Network

These Terms of Reference are reviewed every two years and approved by NSPPPH members.

Approved: May 26, 2014