

2007-2008 MEHA COMMITTEE CHARGES

Revised June 4, 2007

Committee	Committee Charges
Annual Education Conference (AEC) Planning Committee	<ol style="list-style-type: none"> 1. Obtain and use the Conference Planning Packet. 2. Develop the program for the AEC (see Policy 22 in the MEHA Policy & Procedures Manual), coordinating with the Recreational Waters Conference Planning Committee. 3. Provide MEHA Board with conference budget proposal 6 months before the conference. Proposed budget is to be submitted in standard format provided by the Board. 4. Provide the revenue & expense statement from the conference to the Treasurer within 90 days from the conclusion of the conference (use standard format). 5. Committee shall consult with the Board Liaison before finalizing and/or printing their conference brochure. 6. Obtain Governor's proclamation. 7. Submit committee's annual report to Secretary by February 15th.
Audit Committee	<ol style="list-style-type: none"> 1. Perform an annual audit of the financial records of the Association by September 1st. 2. Submit committee's written recommendations to the board by October 1st. 3. Submit committee's annual report to Secretary by February 15th.
Awards Committee	<ol style="list-style-type: none"> 1. Secure nominations and recommend individuals to the Board (at January Bd. Mtg.) for recognition at the AEC Awards Banquet. 2. Order awards (including plaques for departing board members). 3. Designate a member to serve as presenter at the Awards Banquet. 4. Prepare display for AEC with photos of past award winners. 5. Create Certificate of Appreciation for committee chairs & ad hoc chairs for awarding at the AEC Business Meeting 6. Notify award winners by preparing a letter to be sent to them. 7. Notify MEHA's national affiliates (NEHA) about the recognitions received by MEHA members. 8. Develop press releases for "hometown" media when members are elected or receive an award. 9. Develop strategy on soliciting nominees for all awards. 10. Submit committee's annual report to Secretary by February 15th.
Constitution / Bylaws / Policies and Procedures Revision Ad Hoc Committee	<ol style="list-style-type: none"> 1. Create an electronic version of MEHA Policies and Procedures. 2. Review the MEHA Policies and Procedures and recommend changes to the board for the December 2005 Executive Board meeting. 3. Coordinate the creation of an application for award as emeritus status with the Membership Committee. 4. Submit committee's annual report to Secretary by February 15th.

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Continuing Education Committee	<ol style="list-style-type: none"> 1. Review CEU applications and maintain a record of credits awarded to members. 2. Maintain a separate tabulation of individual members food service related CEU's from their total CEU's earned for the year. 3. Utilize the CEU display board at MEHA's AEC. 4. Publish CEU updates and CEU applications in the quarterly newsletter and on the web page. 5. Devise innovative means to achieve CEU's for those unable to attend training sessions & conferences. 6. Submit committee's annual report to Secretary by February 15th.
Endowment Committee	<ol style="list-style-type: none"> 1. Continue to coordinate the development and management of the Endowment Fund. 2. Explore, develop, and implement projects that may add financially to the Endowment Fund. 3. Organize the AEC Silent Auction, solicit money or prizes from the membership/industry/etc. and place a notice in the Fall/Winter MEHA publication requesting member input. 4. Submit committee's annual report to Secretary by February 15th.
Environmental Education and Advisory Committee	<ol style="list-style-type: none"> 1. Promote environmental education for K-12 to foster interest in environmental health careers. <ol style="list-style-type: none"> a. Support the Michigan Department of Environmental Quality Michigan Environmental Education Curriculum Support program. b. Support the Michigan Department of Agriculture's Envirothon. c. Support the regional and state Science Fairs. d. Support recipients of the Michigan Department of Environmental Quality's school pollution prevention grant. 2. Create a database for a speaker's bureau for the MEHA web site. One list will be for paid speakers and the other list for non-paid speakers. There may be subcategories. 3. Act as an advisory council for MEHA on various environmental health issues. 4. Research and add appropriate web links pertaining to public and environmental health. 5. Coordinate with Website Development Committee for new links. 6. Submit committee's annual report to Secretary by February 15th.

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Environmental Health Curriculum Ad Hoc Committee	<ol style="list-style-type: none"> 1. The committee will work with colleges and universities to determine and creating an accredited Environmental Health Curriculum. 2. The committee will work to help develop and provide MEHA resources designed to support the university curriculum and provide advice and counsel on curriculum development, program marketing, and University strategies for successful launch and continuing success of Environmental Health programs. The committee will work to assure that university Environmental Health programs prepare graduates for Registration or Licensure and for work in both the public and private sectors. 3. The committee will report to the MEHA Board of Directors on progress as needed. 4. Submit committee's annual report to Secretary by February 15th.
Food Protection Conference Planning Committee	<ol style="list-style-type: none"> 1. Obtain and use the Conference Planning Packet. 2. Develop the program for the annual Food Protection Conference. 3. Provide MEHA Board with conference budget proposal no later than 4 months before the conference. Proposed budget is to be submitted in standard format provided by the Board. 4. Provide the revenue & expense statement from the conference to the Treasurer within 90 days from the conclusion of the conference (use standard format). 5. Committee shall consult with the Board Liaison before finalizing and/or printing their conference brochure. 6. Submit committee's annual report to Secretary by February 15th.
Grants ad hoc Committee	<ol style="list-style-type: none"> 1. Research foundations for possible education training funds 2. Submit letter of interest to those foundations with all necessary paperwork. 3. Submit committee's annual report to Secretary by February 15th
Groundwater Conference Planning Committee	<ol style="list-style-type: none"> 1. Obtain and use the Conference Planning Packet. 2. Develop the program for the annual Groundwater Conference. 3. Provide MEHA Board with conference budget proposal no later than 4- months before the conference. Proposed budget is to be submitted in standard format provided by the board. 4. Provide the revenue & expense statement from the conference to the treasurer within 90 days from the conclusion of the conference (use standard format). 5. Committee shall consult with the Board Liaison before finalizing and/or printing their conference brochure. 6. Submit committee's annual report to Secretary by February 15th.
Membership Committee	<ol style="list-style-type: none"> 1. Publish biannual membership directory on even years. 2. Maintain the "Historical Development of MEHA" information sheet. 3. Review the new membership packet, and update as needed. 4. Finalize and obtain approval for printing MEHA's "Your Professional Association" pamphlet and make available at conferences. 5. Coordinate the creation of an application for award as emeritus status with the Bylaws Committee. 6. Investigate creating a lifetime MEHA membership. 7. Submit committee's annual report to Secretary by February 15th.

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Nominations and Resolutions Committee	<ol style="list-style-type: none"> 1. Submit a list of nominations for the Board positions to be voted on to the board at least 60 days prior to the AEC. 2. Facilitate the voting procedure for both absentee and on-site voting by members. 3. Develop a candidate profile fact sheet with a reminder on absentee ballots to be distributed through the MEHA Journal and the organizations web site (www.meha.net). 4. Develop a candidate poster board for the AEC. 5. Request nominations from regional affiliates. 6. Place reminders for nominations/resolutions in fall and winter issues of the MEHA Journal. 7. Present any resolutions to MEHA membership as directed by the board. 7. Submit committee's annual report to Secretary by February 15th.
Professional Development Committee	<ol style="list-style-type: none"> 1. Conduct a workshop on sanitarian registration and coordinate REHS/CFSP examination as needed at the AEC. 2. Develop and implement new seminars that may assist in the professional development of environmental health professionals. 3. Promote the Membership Development Fund. 4. Promote scholarship criteria for high school or college students to attend Environmental Health Programs. 5. Submit committee's annual report to Secretary by February 15th.
Ready Reference Committee	<ol style="list-style-type: none"> 1. Manage & update individual sections of the MEHA Ready Reference as needed. 2. Consult with Board Liaison before finalizing and/or printing the updates. 3. Submit committee's annual report to Secretary by February 15th.
Recreational Waters Conference Planning Committee	<ol style="list-style-type: none"> 1. Develop the program for the annual Recreational Waters Conference in conjunction with the AEC. 2. Coordinate with the AEC Chair on related issues, including expenses and conference related issues. 3. Submit committee's annual report to Secretary by February 15th.
Wastewater Conference Planning Committee	<ol style="list-style-type: none"> 1. Develop the program for the annual On-site Wastewater Conference. 2. Provide MEHA Board with conference budget proposal no later than 4 months before the conference. Proposed budget is to be submitted in standard format provided by the board. 3. Provide the revenue & expense statement from the conference to the Treasurer within 90 days from the conclusion of the conference (use standard format). 4. Coordinate with AEC on related issues to limit duplication. 5. Submit committee's annual report to Secretary by February 15th

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Website Development ad hoc Committee	<ol style="list-style-type: none"> 1. Oversee the maintenance and updating of the website. 2. Review the website regularly to make sure information is current. 3. Solicit the membership for ideas and items to be placed on the website. 4. Ensure responses are sent for e-mail received through the website. 5. Inform all committee chairs of who to contact for posting of information to the website. 6. Submit committee's annual report to Secretary by February 15th.
Environmental Health Curriculum Ad Hoc Committee	<ol style="list-style-type: none"> 5. The committee will work with colleges and universities to determine and creating an accredited Environmental Health Curriculum. 6. The committee will work to help develop and provide MEHA resources designed to support the university curriculum and provide advice and counsel on curriculum development, program marketing, and University strategies for successful launch and continuing success of Environmental Health programs. The committee will work to assure that university Environmental Health programs prepare graduates for Registration or Licensure and for work in both the public and private sectors. 7. The committee will report to the MEHA Board of Directors on progress as needed. 8. Submit committee's annual report to Secretary by February 15th.