



The Canadian Institute of Plumbing and Heating
L'institut canadien de plomberie et de chauffage

INDUSTRIAL PIPE, VALVES & FITTINGS COUNCIL

TERMS OF REFERENCE

AUTHORITY

The Canadian Industrial Pipe, Valves & Fittings (IPVF) Council derives its authority from and is directly responsible to the CIPH Board of Directors.

MISSION

To promote the responsible growth and prosperity of the Manufacturers, their Sales Agents, the Wholesaler Distributors and their customers in the IPVF industry.

OBJECTIVES

1. To build and maintain a membership that represents the IPVF industry.
2. To encourage good relations among Members and to provide effective public relations for the IPVF industry.
3. To maintain influence in with Regulatory Agencies in Canada with respect to PVF products to work for improved legislation and regulation.
4. To encourage education and training of personnel for the IPVF Industry.
5. To encourage market research. To acquire and disseminate useful information and accurate statistics about the IPVF Industry.
6. To maintain contact and establish co-operative relationships with allied industry associations in Canada and in the U.S.A.
7. To encourage the CIPH Regions to form active Regional IPVF Committees.

COMPOSITION

The Chairman of the Industrial PVF Council must be a CIPH member, appointed by the Board.

The Chairman shall be responsible for reporting to the Board of Directors through a Director.

The Council shall be composed of no more than ten members. 100% of the Council members shall be members of CIPH. Members of other associations or organizations such as: TSSA (Technical Standards and Safety Authority); CASA (Canadian Automatic Sprinklers Association); or MCA (Mechanical Contractors Association) may serve on the Council in a Non Voting Advisory role. These advisors must be approved by the Chairman in consultation with the CIPH Board of Directors. Vacancies on the Council will be filled by the Council Members. Only one representative from each company has a vote on the council. Non-members of CIPH may serve on a Council Committee in a non-voting capacity.

OPERATION

Annually, the Council shall prepare an Operational Program (program of goals) and a budget for presentation by the Chairman to the Board of Directors for approval. Regular progress reports shall be provided at each Board Meeting. The Council shall meet at least once annually and as many times as are required. There shall be a Chairman and a Vice Chairman. The Vice Chairman will be elected by Members of the Council and will become the Chairman. However, the CIPH Board of Directors has final approval on selection of a Chairman.

At any meeting, a quorum shall consist of fifty (50%) percent of Council Members. No meeting should be held without a quorum. Each meeting must have an agenda and supporting documentation distributed to the Members in advance. There shall be a secretary who will take and promptly distribute the minutes. This position is normally filled by a staff member of CIPH.

FINANCES

The Council, with CIPH Staff, shall prepare an Annual Budget for submission to the Board of Directors for approval. All expenditures over \$100 require a CIPH Purchase Order, signed by the President of CIPH.