Terms of Reference

President’s Award

1. Purpose:

1.1 The purpose of the President’s Award is to foster engagement and encourage chapter participation in executive and committee work in order to support the work of the Society. The award will be presented to the Chapter of the Canadian Healthcare Engineering Society that demonstrates its commitment to education, administration, and representation in the activities of the Chapter and the National Board.

2. Criteria:

2.1 Each Chapter will be scored on the following and as per the President’s Awards Score Sheet (Maximum of 248 points):

- Accounting Practices (5 points),
- Conference / education day (20 Points)
- Additional Opportunities (30 Points)
- Membership (20 Points)
- Chapter executive practices (65 points)
- National Programs (20 Points)
- Committee work (88 points)

2.2 Specifically, points will be given for activities that benefit members and the work of the society such as number of meetings attended in the course of committee work and special education sessions. The scoring and points will be accumulated based on the scoring chart.

3. Submission and judging:

3.1 All chapters will complete the form and submit it to the National Office by May 31st of each year.

3.2 The National Office and a member of the membership committee of the board will assist in the scoring and verification of the winning entry. Membership information for the chapters will be tabulated by the national office as of March 31st in each year.
### POLICY/PROCEDURE NUMBER:

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3.3.1 Chapter information will be tabulated by Chapter Chairs as of March 31st in each year and submitted to the National Office by May 31st.

3.3.2 After verification, the award winner will be notified and presented the award trophy at the National Conference.

### 4. Award:

4.1 The award will be a trophy with the winning team members names engraved on a plaque or on the award itself. The team member names will include the chapter executive and committee member names.

4.2 The award will be presented at the National Conference. Winning Chapters can keep the award for display during the year at the Chapter’s expense, or it can be stored at the National Office, but the Award will be stored at the National offices.

4.3 Additionally, there will be an award of two conference registrations and expenses to a maximum of $2,500 each. Registration and expenses must be used in the year the award is presented.

### 5. Award Name:

5.1 The award may receive sponsorship but will continue to be called the President’s Award with the added tag line “sponsored by “xxx”.

Approved: CHES Board of Directors Meeting September 21, 2013
Reviewed: March 22, 2019
Reviewed: December 5, 2019
Reviewed: February 2020