

## CHES SASKATCHEWAN CHAPTER

Date: **April 6, 2015**

Issue: **Governance**

Subject: **Communications Sub-Committee**

Reviewed:

Approval date:

### **Communications Sub-Committee**

**Purpose:** The purpose of the Communications Sub-Committee is to promote and enhance all communication efforts in order to support the work of the Chapter.

**Meetings:** Meetings of this Committee will take place quarterly. Meetings shall be prior to the deadline of articles to the "Journal", at least by 2 weeks.

Minutes of the meetings shall be taken by a secretary, elected from the Sub-Committee membership. It will be the secretary's responsibility to clearly identify decisions taken that are made by the sub-committee, any recommendations that are to be made to the Chapter Executive Committee, any items requiring further action and any person(s) responsible for follow-up action.

**Membership:** The committee shall be comprised of the following members:

- Chapter Secretary (acts as liaison to the Chapter Executive Committee)
- Chapter representative on National Communications Committee (acts as Chair for the Sub-committee)
- Representative of Associate Members
- Chapter Chair (in an ex-official position)
- Other parties identified as required by the Communication Sub-Committee

#### **Responsibilities:**

1: To ensure that all CHES Chapter and Associate Members have input into the contents of the, "Canadian Healthcare Facilities Journal". To aid the "Journal" Editor in assuring that all submissions are received in a timely manner for publication. Hence the meeting schedule identified under Meetings.

2: To constantly review that the CHES Website is accurate and up to date via the National Office. It is the responsibility of all sub- committee members to report and get feed-back from CHES Chapter members regarding any problems or issues with the Website and report any necessary changes that may be required through to the National Communications Committee.

3: To identify any communications opportunities to the National Communication Committee and the Chapter Executive Committee for consideration with particular attention to new emerging web-based technologies including online networking opportunities and the development of partnerships with allied stakeholders.

4: To coordinate and carry out any special communication efforts as assigned by the National Communication Committee and the Chapter Executive Committee.

5: To prepare and submit a proposed budget to the Treasurer of the Chapter Executive Committee, after deliberation of the Communication Sub-committee.

6: The chair for the Communication sub-committee shall be for 2 years, but not for more than two consecutive terms, i.e., 4 years, and shall be elected from the sub-committee membership.