

POLICY/PROCEDURE NUMBER:

**B – 1.1**

DATE:      October 27, 1992	SUBJECT:
ISSUE: <b>Board of Directors</b>	<b>Job Description - President</b>
REVIEWED:    June 2022	PAGES:    1 of 2

1. **Position:**

1.1 To be Chief Executive Officer of the Society.

2. **Responsibilities:**

2.1 Responsible to the members of the Canadian Healthcare Engineering Society.

3. **Summary of Duties:**

3.1 Preside at meetings of:

- 3.1.1 Board of Directors
- 3.1.2 General meetings
- 3.1.3 Annual General Meeting

3.2 Assign other duties to the Executive members, which are not included in their portfolios as may be required from time to time.

3.3 Appoint members to the Working Committees for various appointments and submit recommendations to the Executives for verification.

3.4 Know the CHES National By-Laws

3.5 Understand the workings of the Corporation's structure.

- 3.5.1 Acquaint themselves with the Society Administration
- 3.5.2 Study past and ongoing programs of work and accomplishments.
- 3.5.3 Consult with immediate Past President for advice as needed.

3.6 Together with the Board of Directors plan and implement a progressive strategic action plan for the coming term which will move the Society along its stated path and help to accomplish stated goals.

3.7 Be responsible for active participation of Board of Directors members and for actions of the Board of Directors in the Society's organization.

3.8 Represent the Society at Chapter conferences.

3.9 Represent the Society in public and in its dealings with other organizations.

3.10 Be the Official spokesperson of the Society, unless another member of the Executive Committee is specifically appointed to this duty.

3.11 with the Executive Director, prepare an agenda and set a date for all Annual, Executive and Special meetings.

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**3. Summary of Duties (Continued):**

- 3.12 Prepare and deliver an Annual Report to the members.
- 3.13 Ensure financial budget is maintained.
- 3.14 Maintain close liaison with the Chapter Chairs.
- 3.15 Ensure that the mechanisms for sharing Chapter information between Chapters exist and are maintained.
- 3.16 Maintain Society's policies, by-laws and new programs.
- 3.17 Assist in preparing announcements and newsletters for the *Canadian Healthcare Facilities Magazine*.
- 3.18 Exercise the corporate voting privileges for the office as may be required to break a tie vote.
- 3.19 Be an official signatory party for the Society.
- 3.20 Perform other duties as required by the Board of Directors.

Approved by: \_\_\_\_\_  
 President

Date: \_\_\_\_\_