

POLICY/PROCEDURE NUMBER:	B – 1.5

DATE:	November 16, 1992	SUBJECT:
ISSUE:	Board of Directors	Job Description - Immediate Past President
REVIEWED:	February 2022	PAGES: Page 1 of 1

1. Position:

1.1 To make changes to the By-Laws in conformity with the regulations of the Federal Ministry of Corporations Directorate Industry Canada, as required through the CHES National Office, and to act as Executive Liaison to the Nominations Committee during election years

2. Responsibilities:

- 2.1 Responsible to the CHES Board of Directors.
- 2.2 Chairs the Nominating Committee.

3. Summary of Duties:

- 3.1 To make changes to wording of the By-Laws(s) as requested by the members of the Board of Directors or some members at a meeting or committee.
- 3.2 As outlined in the By-Laws, send by mail, email or post notice on the website advising all members of the Canadian Healthcare Engineering Society, the proposed By-Law changes that will be tabled for approval at the next annual general meeting.
- 3.3 Update & post the approved By-Law(s) on the website.
- 3.4 Develop process for the nominating committee during an election year
- 3.5 Prepare and submit a proposed annual budget for any expected bylaw or election costs.
- 3.6 Act as Executive Liaison of the Partnerships & Advocacy Committee.
- 3.7 Perform other duties as required by the Board of Directors.

Approved by:	Date:
President	