

POLICY/PROCEDURE NUMBER:

B - 7.1

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Terms of Reference

Executive Officers

1. Purpose:

1.1 The purpose of the CHES Executive Officers is to develop policies and procedures, and protocols and standards to support the strategic planning and growth of CHES. The Executive Officers will develop recommendations to be approved by the Board of Directors. The team will ensure all chapters have opportunity for input into the process

2. Meetings:

2.1 Meetings of the Executive Officers will be held by teleconference bi-monthly or at the discretion of the President. The CHES Executive Director shall document decisions made, recommendations to the CHES Board of Directors, items requiring further action and persons responsible for follow-up action.

2.2 Membership shall be:

- 2.2.1 President
- 2.2.2 Vice President
- 2.2.3 Secretary
- 2.2.4 Treasurer
- 2.2.5 Immediate Past President
- 2.2.6 Executive Director or designate

3 Responsibilities:

- 4.1 Develop and maintain the **administrative** policies and procedures¹ for the Society
- 4.2 Develop protocols and standards to guide the Society
- 4.3 Review and assess the Society structure
- 4.4 Review and update the CHES code of ethics
- (See E Series)4.5Advocate for Canadian Healthcare Engineering Society.
- 4.6
- 4.7Regularly review every 2 years, the Society By-Laws and put forth recommended changes for a vote of the membership.
- 4.8 Other responsibilities as outlined in the By-Laws Item 6.3.4

¹ It was decided that policies and procedures were written statements to provide direction. Protocols and standards are strategies to take the society forward.