

POLICY/PROCEDURE NUMBER:

<b>B- 7.2</b>
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DATE:            June 13, 2022	SUBJECT:
ISSUE: <b>Executive Officers</b>	<b>Job Description</b>
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1. **Position:**
  - 1.1 Through the CHES National Board of Directors, develop policies and procedures, and protocols and standards to support the strategic planning and growth of CHES. The Executive Officers will develop recommendations to the Board.
  
2. **Responsibilities:**
  - 2.1 Responsible to the CHES Board of Directors.
  
3. **Summary of Duties:**
  - 3.1 Develop and maintain the **administrative** policies and procedures<sup>1</sup> for the Society
  
  - 3.2 Develop protocols and standards to guide the Society
  
  - 3.3 Review and assess the Society structure
  
  - 3.4 Review and update the CHES code of ethics
  
  - 3.5 (See E Series)
  
  - 3.5 Advocate for Canadian Healthcare Engineering Society.
  
  - 3.6 Regularly review every 2 years, the Society By-Laws and put forth recommended changes for a vote of the membership.

<sup>1</sup> Policies and procedures are written statements to provide direction. Protocols and standards are strategies to take the society forward.

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

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