

POLICY/PROCEDURE NUMBER:

<b>C – 1.2</b>
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DATE:            November 16, 1992	SUBJECT:
ISSUE: <b>Communications Committee</b>	<b>Job Description</b>
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1. **Position:** The purpose of the National Communications Committee is to promote and enhance all communication efforts in order to support the work of the Society.

2. **Responsibilities:**  
Responsible to the CHES Board of Directors (National Board)

3. **Summary of Duties:**

3.1 To ensure that all areas of the country, and each CHES Chapter have input into the contents of the CHES “*Canadian Healthcare Facilities* “Journal”. To aid the “Journal” Editor to ensure that suitable/appropriate submissions are received in a timely manner for publication.

3.2 To continue to review via the National Office the CHES website in order to ensure that it is accurate and up to date. It is the responsibility of all Committee members to report and get feed-back from CHES members regarding any problems, changes to the website and report any necessary changes through the Committee via the National Office to the webmaster.

3.3 To identify any communications opportunities to the National Board for consideration.

3.4 To coordinate and carry out any special communication efforts as assigned by the National Board.

3.5 To prepare and submit a proposed budget to the Treasurer of the National Board, after deliberation of the Communication Committee.

3.6 The chair for the Communication Committee shall be for two years, but not for more than two consecutive terms, unless otherwise approved by the National Board. i.e., four years, and shall be elected from the Committee membership.

3.7 Oversee the development and distribution of promotional material for National Healthcare Facilities and Engineering Week (NHFEW) to be approved by the National Board.

4. **Meetings:**

4.1 Meetings of this Committee will take place quarterly.

4.1 Meetings shall be prior to the deadline of articles to the “Journal”, by at least two weeks.

4.3 Meetings will be held by teleconference or in a virtual format except in the case of the annual face-to-face during the National Conference.

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4.5 Minutes of the meetings shall be taken by the Executive Director or a Committee member, and clearly identify decisions taken, recommendations to the National Board, items requiring further action and person(s) responsible for follow-up action.

**5. Membership:**

The committee shall be comprised of the following members:

- 5.1 Chair, Communications Committee
- 5.2 Vice Chair, Communications Committee
- 5.3 National Secretary (liaison to the National Board)
- 5.4 CHES Executive Director, or designate
- 5.5 Communication representative from each CHES Chapter
- 5.6 Representatives of Associate Members
- 5.7 CHES *Canadian Healthcare Facilities* Editor
- 5.8 CHES Webmaster
- 5.9 Other parties identified as required by the Communication Committee

*Approved November 16, 1992  
 Re-Approved by National Board February 2, 2010  
 Revised February 2013  
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 Revised February 2019  
 Revised February 2021  
 Revised February 2022  
 Revised February 2024*