

POLICY/PROCEDURE NUMBER: C – 2.1

DATE: October 27, 1992	SUBJECT:
ISSUE: Publications	Quarterly Journal and E-News Format
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1. Policy:

- 1.1 The CHES Board of Directors is responsible to set strategic objectives for the organization and has final approval over all matters that impact those objectives or its overall finances. The CHES Board of Directors entrusts all strategic communication objectives to the Communications Committee, who in turn set goals and timelines for these communication objectives and develops reports and recommendations for the CHES Board of Directors consideration.
- 1.2 The Canadian Healthcare Engineering Society known hereafter as CHES, in conjunction with its chosen publishing vendor, shall publish four (4) times a year each, a technical and social content journal and regular E-newsletter. This journal/E-newsletter shall contain content that is of interest to the membership of CHES and its allied affiliates and associates. The journal shall be known forthwith as *Canadian Healthcare Facilities* while the E-newsletter shall simply be known as CHES E-News.

2. Procedure:

- 2.1 Review of the operational, financial and content aspects of the Journal and E-newsletter shall be the responsibility of the Communications Committee and shall be done regularly.
- 2.2 The Communication Committee shall be responsible to ensure that all day to day operational issues requiring input from CHES Board of Directors, regarding the journal and E-newsletter are addressed in a timely manner. This Editorial Committee shall provide regular updates on all operational decisions it has made, at the next Communications Committee meeting, for purposes of a written record.
- 2.3 The journal, *Canadian Healthcare Facilities* and the CHES E-News shall be published in an electronic format while the journal shall also be in printed format until such time as the Communication Committee deems it is no longer fiscally advantageous to CHES to do so, where upon it shall make a recommendation to the CHES Board of Directors to drop the printed version of the journal.
- 2.4 The *Canadian Healthcare Facilities* journal and the CHES E-News shall be published in English. French versions (in part or whole) shall be developed following the approved CHES Board of Directors strategy regarding bilingual French translation services for official CHES Board of Directors communication venues.
- 2.5 All letters, articles, notices etc., are to be sent to the Managing Editor, of a Publishing Company chosen by CHES Board of Directors, via e-mail. Any other form of submission should be made only with the permission of the Managing Editor. The length of article, etc. to be published, shall be determined by the Managing Editor who shall assist the contributor in the development of the article, etc. Formatting of the article, etc. and what gets published is at the sole discretion of the Managing Editor and the Communications Committee.

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- 2.6 The CHES shall not offer any payment or remuneration for any submitted letters, articles, notices, etc.
- 2.7 The *Canadian Healthcare Facilities* journal and the CHES E-News shall promote local news from the Chapters, organizations of members and associates as well as personal congratulations, etc.
- 2.8 The *Canadian Healthcare Facilities* journal and the CHES E-News shall promote local activities such as seminars, annual meetings and conventions.
- 2.9 The *Canadian Healthcare Facilities* journal and the CHES E-News shall include an informal invitation to join CHES through a link to the official CHES Website where an electronic application form shall be provided.
- 2.10 The Communications Committee shall have content approval regarding the objectives and the work of CHES by the Managing Editor of a Publishing Company chosen by CHES.
- 2.11 The Journal shall contain the President’s message to the membership.
- 2.12 All pictures and photographs should be of a high quality resolution, in a digital image file that is suitable for publishing purposes.
- 2.13 The following notes are to be printed in each version of the *Canadian Healthcare Facilities* journal and CHES E-News:
- 2.13.1 “Quarterly journal or E-newsletter published under the patronage of CHES”
 - 2.13.2 “Reproduction or adoption of articles, etc. appearing in the *Canadian Healthcare Facilities* journal or CHES E-News are subject to acknowledgement of the source”
 - 2.13.3 “Opinions expressed in articles, etc. are those of the authors and are not necessarily those of CHES”
 - 2.13.4 “For information or permission to quote, reprint or translate *Canadian Healthcare Facilities* journal or CHES E-News material please write or call the National Office”
- 2.14 Each Chapter member on the Communications Committee shall ensure that its Chapter submits by January 15th of each year, at least two (2) articles for publication throughout the upcoming calendar year. The Chapter shall also be responsible to supply a contact list of involved designers, vendors, contractors and or consultants who worked on the project that the article is about. This will permit the Managing Editor of a Publishing Company chosen by CHES to follow up on revenue opportunities when the chosen article goes to print in one of the quarterly journals or E-newsletters.

Approved by:

President

Date: