

POLICY/PROCEDURE NUMBER: **C – 2.3**

DATE: October 1996	SUBJECT:
ISSUE: Publications	Terms of Reference of Quarterly Journal
REVIEWED: September 2023	PAGES: 1 of 1

1. Policy:

Terms of Reference are provided to the Editorial Committee to provide assurance to the CHES Board of Directors that the Journal shall continue and reflect its membership as a major proponent of the CHES organization.

2. Procedure:

Procedure on Terms of References:

- 2.1 Provide support and direction to the Journal Editor through regular meetings, ongoing communication and evaluation.
- 2.2 Establish guidelines to ensure that editorial direction is reflective of the CHES Board of Directors, which in turn is representing the membership.
- 2.3 Establish policy to direct or control any influence which may arise from the Journal.
- 2.4 Help ensure that the editorial position and commentary adheres to CHES Board of Directors mission, vision and values.
- 2.5 Ensure that the Journal continues to be a major proponent of CHES, that its value as a marketing tool is fully realized and that it is presented in part on the homepage.
- 2.6 Act as a resource network for articles, letters, submissions and advertising.
- 2.7 Recommend to the Editorial Committee objectives and goals for the Journal and report progress.
- 2.8 Identify current trends and issues.

Approved by: _____
 President

Date: _____