

POLICY/PROCEDURE NUMBER: **C – 2.5**

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

1. Position Description:

Reporting to the CHES Communications Committee, the Journal Editor is responsible for the management and direction of CHES resources to provide for the ongoing production of the CHES Quarterly Journal.

2. Scope:

The Editor ensures that an effective and efficient process is maintained for the production of a Journal, which meets or exceeds the requirements of the CHES organization.

- 2.1 Ensures that objectives and goals as determined by the CHES Board of Directors are achieved.
- 2.2 Provides support and direction to the Editorial Committee.
- 2.3 Develops and maintains a comprehensive resource base for future issues.
- 2.4 Reviews and edits all articles, letters and submissions.
- 2.5 Works in conjunction with the CHES National Office and a contracted publishing firm to attend to the ongoing requirements of the Journal.
- 2.6 Maintains good working relationships with all interested stakeholders.

3. Qualifications:

- 3.1 Good organization, interpersonal and computer skills.
- 3.2 Excellent communication skills.
- 3.3 Proven management experience.
- 3.4 Knowledge of CHES and the Canadian Healthcare System.
- 3.5 Editorial experience

Approved by: _____
President

Date: _____