

POLICY/PROCEDURE NUMBER: **C – 2.6**

DATE: July 11, 2011	SUBJECT: CHES E-News Editor
ISSUE: Publications	
REVIEWED: September 2023	PAGES: 1 of 1

1. Policy:

Reporting to the publisher of Canadian Healthcare Facilities / CHES E-News, the journal / electronic newsletter, editor is responsible for writing and editing of each issue. The editor shall maintain the editorial integrity of the journal and follow the editorial direction as determined by the editorial committee (communications committee members). The editor shall ensure that an effective and efficient process is maintained for the production of the e-news and meets or exceeds the requirements of the CHES organization.

2. Scope:

- 2.1 Ensures that objectives and goals as determined by the CHES Board of Directors are achieved.
- 2.2 Responds to direction from the Editorial Committee.
- 2.3 Develops and maintains a comprehensive resource base for future issues.
- 2.4 Reviews and determines the length of articles, letters and submissions etc. to be published.
- 2.5 Follow up on revenue opportunities when the chosen article goes to publication.
- 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: _____