

POLICY/PROCEDURE NUMBER: **C – 3.1**

DATE: July 11, 2011	SUBJECT:
ISSUE: Website	Official CHES Website
REVIEWED: March 2023	PAGES: 1 of 2

1. Policy:

- 1.1 The CHES National Board is responsible to set strategic objectives for the organization and has final approval over all matters that impact those objectives or its overall finances.
- 1.2 The CHES National Board entrusts all strategic communication objectives to the Communication Committee, who in turn set goals and timelines for these communication objectives and develops reports and recommendations for the CHES National Board’s consideration.
- 1.3 The Canadian Healthcare Engineering Society known hereafter as CHES, in conjunction with its chosen webpage designer and the CHES National Office staff, shall develop and maintain a webpage for the benefit of its membership, associates and affiliates.
- 1.4 This webpage shall have both secure areas for the membership and unsecure areas for the purposes of prompting and growing the CHES organization.

2. Procedure:

- 2.1 The Communications Committee shall have responsibility for the development, maintenance and renewal of the Website, which shall be in alignment with the strategic objectives set by the CHES National Board. The Communications Committee shall review the website regularly and discuss proposed changes at each of its meetings. This includes the review of the operational, financial and content aspects of the website.
- 2.2 CHES National Office shall assign a staff member who shall be responsible for the day-to-day and security issues related to maintaining the operation of the website in conjunction with the chosen website developer. Any decisions that have to be made to keep the website active and impact on the financials and or content must be recorded at the next meeting of the Communications Committee for the purposes of having a written record and providing feedback.
- 2.3 The Communication Committee shall establish a Management Board (see policy C3.2) who shall be responsible for overseeing the development prioritization and scheduling of all changes (deletions and or additions) to the website. This Management Board shall maintain a work plan on all changes and provide regular updates at each meeting of the Communication Committee.
- 2.4 Each member of the Communication Committee, who is assigned to lead an aspect of a specific change shall work in conjunction with the Management Board and ensure their research and recommended action is complete prior to the Management Board assigning a scheduled completion date for the change.
- 2.5 Navigation of the website shall be maintained as simple and easy, as is practicable, for the benefit of the membership and users of the site.

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2.6 The website shall be attractive to new visitors and contain sections which address information about CHES, its mandate, its governance model and structure, list of benefits for members, contact information for the executive, committees and chapters. Direction shall be given for professional development courses and conferences across the country as well as registration and membership application forms online. A list of healthcare industry partners and resource links shall be a part of the website.

2.7 There shall be a secure section of the website devoted to members which shall contain various tools that aid and enhance the ability of the member to benefit from CHES and their focus on the healthcare field. This may include the *Canadian Healthcare Facilities Journal*, CSA standards, members forum, employment opportunities, document archiving, membership directory, etc. There shall be a special secure section where committees may work independently with full editing capabilities. Once complete this work shall be posted for all members to review along with committee minutes.

2.8 Additional sections may be added over time as requirements and needs of the membership change.

Approved by: _____
 President

Date: _____