

POLICY/PROCEDURE NUMBER:

C – 4.1

DATE: December, 2011	SUBJECT:
ISSUE: Language	Bilingualism
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1. Purpose

- 1.1 The CHES Board of Directors wishes to increase its value to French speaking members in the healthcare sector and to honour both of Canada’s official languages by offering key benefits and service to its members in both French and English whenever and wherever practical.
- 1.2 The CHES Board of Directors will be responsible for providing the selected website content in both official languages. Costs for this translation will be borne by the CHES National Office as part of its standard operating budget. The initial translation work will be completed over the next two years.
- 1.3 The feature article of each CHES Journal will be offered in English and French. The cost for this translation will be borne by the CHES National Office as part of its standard operating budget.
- 1.4 It is mandatory for national conferences held in the provinces of Quebec and New Brunswick to be fully bilingual. Items include promotional materials, signage, programs and presentations. For all other conferences it will be up to the individual conference committees to determine the need for bilingual services. In all instances, the cost associated with this bilingual offering will be the responsibility of the individual conference committee.
- 1.5 It will be up to the individual CHES Chapters to decide if they want to offer their services in English and French. Each individual Chapter will be responsible for costs incurred with providing bilingual services.

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2. Procedure

- 2.1 The Communication Committee shall establish a bilingual sub-committee consisting of the Chair of the Communications Committee, a representative chosen by and from CHES' National Office, a representative from one of its chapters or a member at large who is fluent in both official languages.
- 2.2 The members of the Communications Committee shall be obliged to monitor CHES' need for bilingual services and from time to time advise the National Communications Committee of the need to translate web page and Journal content, as well as other services it may deem a benefit to the membership. The sub-committee shall work within the strategic goals set by the CHES Board of Directors and assigned to the Communications Committee.
- 2.3 The sub-committee shall discuss current trends and day-to-day operational issues related to CHES and bring forth its written recommendations, including financial implications to the next Communication Committee meeting. The Communications Committee will then forward any recommendations to the CHES Board of Directors.
- 2.4 The subcommittee shall provide an annual report to the Communication Committee which upon approval shall be forwarded to the CHES Board of Directors for their comment and direction.
- 2.5 Meetings of the sub-committee shall be at the discretion of any member of the CHES Board of Directors and convened by phone or in a virtual format unless a face-to-face is deemed necessary. There shall be at least one meeting per year to ensure that the issues related to bilingualism are implemented appropriately.

Approved by: _____
President

Date: _____