

POLICY/PROCEDURE NUMBER:

D – 5.1

DATE: December, 2011	SUBJECT: President's Award – Terms of Reference
ISSUE: Awards	
REVIEWED: December 2021	PAGES: 1 of 2

Terms of Reference

President's Award

1. Purpose:

1.1 The purpose of the President's Award is to foster engagement and encourage chapter participation in executive and committee work in order to support the work of the Society. The award shall be presented to the Chapter of the Canadian Healthcare Engineering Society that demonstrates its commitment to education, administration, and representation in the activities of the Chapter and the CHES Board of Directors.

2. Criteria:

2.1 Each Chapter shall be scored on the following and as per the President's Awards Score Sheet (Maximum of 240 points):

- 2.1.1 Accounting Practices (5 points),
- 2.1.2 Conference / education day (20 Points)
- 2.1.3 Additional Opportunities (30 Points)
- 2.1.4 Membership (20 Points)
- 2.1.5 Chapter executive practices (65 points)
- 2.1.6 National Programs (20 Points)
- 2.1.7 Committee work (80 points)

2.2 Specifically, points shall be given for activities that benefit members and the work of the society such as number of meetings attended in the course of committee work and special education sessions. The scoring and points shall be accumulated based on the scoring chart

3. Submission and judging:

3.1 All chapters shall complete the form and submit it to the CHES National Office by May 31st of each year.

3.2 The CHES National Office and a member of the membership committee of the CHES Board of Directors shall assist in the scoring and verification of the winning entry. Membership information for the chapters shall be tabulated by the CHES National Office as of March 31st in each year.

POLICY/PROCEDURE NUMBER:

D – 5.1

DATE: December, 2011	SUBJECT: President’s Award - Terms of Reference
ISSUE: Awards	
REVIEWED: December 2021	PAGES: 2 of 2

3.3.1 Chapter information shall be tabulated by Chapter Chairs as of March 31st in each year and submitted to the National Office by May 31st.

3.3.2 After verification, the award winner shall be notified and presented the award trophy at the National Conference.

4. Award:

4.1 The winning team members names shall be engraved on the award itself. The team member names shall include the chapter executive and committee member names.

4.2 The award shall be presented at the National Conference. Winning Chapters can keep the award for display during the year at the Chapter’s expense, or it can be stored at the CHES National Office.

4.3 Additionally, there shall be an award of two conference registrations and expenses to a maximum of \$2,500 each. Registration and expenses must be used in the year the award is presented.

5. Award Name:

5.1 The award may receive sponsorship but shall continue to be called the President’s Award with the added tag line “sponsored by “xxx””.

Approved: CHES Board of Directors Meeting September 21, 2013

Reviewed: March 22, 2019

Reviewed: December 5, 2019

Reviewed: February 2020

Reviewed: December 2020

Reviewed: December 2021