

POLICY/PROCEDURE NUMBER:

E – 4.1

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Canadian Healthcare Engineering Society

TERMS OF REFERENCE

National Conference Planning Committee

1. Purpose:

1.1 To coordinate and organize the Canadian Healthcare Engineering Society's Annual Conference.

2. Membership:

2.1 The Chair of the National Conference Planning Committee shall be nominated by the CHES Chapter hosting the annual conference and approved by the CHES Board of Directors. When the annual conference is held in an area where no chapter exists, nomination and selection shall be by the National Board.

2.2 The Chair of the National Conference shall be a Regular Member of CHES .

2.3 The Vice-President of CHES shall sit on the committee as the Executive Liaison.

2.4 The Committee members shall include defined members and members-at-large.

Defined members shall include:

- 2.4.1 Chair, National Conference Planning Committee
- 2.4.2 Chair of the previous year's National Conference
- 2.4.3 Chair of the subsequent National Conference.
- 2.4.4 CHES Vice-President,
- 2.4.5 CHES National Office Representative
- 2.4.6 Chair or Representative of the Professional Development Committee
- 2.4.7 Representative of the Corporate/Associate Member Advisory Council

Members-at-large shall include:

- 2.4.8 CHES National Treasurer
- 2.4.9 Representative to serve as the Chair, Program Committee
- 2.4.10 Representative to serve as the Chair, Exhibits & Sponsorship Committee
- 2.4.11 Representative to serve as the Chair, Social & Golf Committee
- 2.4.12 Representative to serve as Chair, Student Program Committee if desired
- 2.4.13 Representative to Serve as Chair, Green Park Committee
- 2.4.14 Other members as appointed by the Conference Planning Committee Chair
- 2.4.15** Other members as recommended by the Host Chapter

3 Responsibilities:

3.1 Venue booking takes place more than 2 years prior between the host Chapter and the executive Director.

3.2 Up to 3 years prior to the date of the National Conference, the Conference Committee will hold regular meetings (3 years prior meetings to be held quarterly or by-monthly, 2 years prior meetings to be held by-monthly and starting 16 months to 1 year prior meetings to be held monthly as required for conference planning).

3.2.1 Committees will conduct its work by telephone and email.

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- 3.2.2 Where feasible meetings should be held face to face with members in attendance at the National Conferences 2 and 1 year prior.
- 3.3 Develop the Education Program for the National Conference to ensure high quality content including
 - 3.3.1 Determine the Keynote Speaker for the annual conference and get approval of the Keynote selection from the Sponsor.
 - 3.3.2 Put out a call for program submissions and make final selections for the conference program.
 - 3.3.3 If appropriate develop a Student Program for the National Conference.
- 3.4 Develop Social Programs for the National Conference as required for the Opening Reception, Banquet, Companion Program etc.
- 3.5 Work with the National Office to develop the Exhibit and Sponsorship Prospectus.
 - 3.5.1 Identify potential new companies to contact for participation as an Exhibitor or Sponsor. Make personal contact with potential Exhibitors & Sponsors to encourage participation.
- 3.6 Plan, Organize and Coordinate the “Great CHES Golf Tournament.”
 - 3.6.1 A member of the Conference Planning Committee will act as the Golf Convener for the date and be responsible for the following.
 - 3.6.1.1 Arrange onsite signage as required
 - 3.6.1.2 Coordinate Hole Sponsorship if desired
 - 3.6.1.3 Work with the facility to determine F & B requirements
 - 3.6.1.4 Organize Golf Teams onsite (sign in, tee off times etc.)
- 3.7 Identify and contact affiliate groups to promote delegate attendance at the National Conference.
 - 3.7.1 Assist the National Office with promotion of the National Conference to all affiliate groups.
- 3.8 The host chapter & Conference Planning Committee works closely with the National Office on the following.
 - 3.8.1 Facility Selection & Booking
 - 3.8.2 Selection and Planning of Offsite Social Events
 - 3.8.3 Selection & Booking for the Great CHES Golf Tournament
- 3.9 Host Chapter to coordinate all onsite events during the National Conference with the assistance of the National Office.