

POLICY/PROCEDURE NUMBER:

**E – 5.1**

DATE:            December, 2013	SUBJECT:
ISSUE: <b>Webinar Committee</b>	<b>Terms of Reference</b>
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**Canadian Healthcare Engineering Society**

**TERMS OF REFERENCE**

**Webinar Committee**

**1. Purpose:**

1.1. To coordinate and organize the Canadian Healthcare Engineering Society’s Webinar Series.

**2. Membership:**

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

2.2 Defined members shall include:

- 2.2.1 Chair, Webinar Committee
- 2.2.2 Chair, PD Committee
- 2.2.3 CHES National Office Representative

2.3 Members-at-large shall include:

- 2.3.1 Other members as appointed by the Chair, Webinar Chair

**3 Responsibilities:**

- 3.1 Organize the annual call for submission for webinar topics.
- 3.2 Meet by teleconference call as required to make final decisions on annual webinar topics.
- 3.3 Confirm presenters for annual webinars and set dates for webinars based on presenter availability.
- 3.4 Confirm moderators for annual webinars.
- 3.5 Work with National Office to arrange and attend training sessions for webinar presenters. Moderators should also attend training sessions.