

POLICY/PROCEDURE NUMBER:

F – 1.2

DATE: December 9, 2009	SUBJECT:
ISSUE: Partnerships & Advocacy Committee	Job Description
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1. Position:

1.1 Through the CHES Board of Directors, develop processes for building partnership agreements with organizations that have common goals aligned with the work of the Canadian Healthcare Engineering Society.

2. Responsibilities:

2.1 Responsible to the CHES Board of Directors, through the immediate Past President as executive Liaison.

3. Summary of Duties:

3.1 Promote the Society to Government, agencies, institutions and other associations and in particular those sectors which are concerned with the Healthcare industry.

3.1.1 Provide information in the form of articles, releases and copy ready for publication in trade papers, magazines and other public media.

3.2 Develop a list of prospective partners for pursuit of partnership agreements.

3.3 Develop a list of organizations or governing bodies that solicit CHES members (i.e. CSA, NFPA) to sit on their working teams for recommendation to the CHES Board of Directors.

3.4 Collect and disseminate information for the Society and the Healthcare industry in general.

3.5 Prepare and submit a proposed annual budget for approval for the CHES Board of Directors.

3.6 Perform other duties as directed by the CHES Board of Directors.

Approved by: _____
 President

Date: _____