

POLICY/PROCEDURE NUMBER:

F – 2.2

DATE: June 2017	SUBJECT:
ISSUE: <b>Healthcare Standards Committee</b>	<b>Job Description – Chair / Vice Chair</b>
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**1. Position:**

1.1 Chair (and vice chair) of the Healthcare Standards Committee (HSC)

**2. Responsibilities:**

2.1 Responsible to the CHES Partnership and Advocacy (P&A) Committee, through the immediate Past President as Executive Liaison and chair of the P&A Committee, to lead and carry out the activities of the HSC. The term of the Chair/Vice Chair will be a minimum of 2 years.

**3. Summary of Duties:**

3.1 The role of the chair is to ensure the purpose and goals of the of the Healthcare Standards Committee (HSC) are realized. That purpose is to provide a voice for society members at key standard and code development bodies and to ensure that the voice of the society and membership is heard throughout the standards development.

**4. The duties include (but are not limited to)**

4.1 organize the meetings with assistance from National Office

4.2 chair the meetings of the HSC

4.3 maintain the standards spreadsheet and ensure that information on the website stays up to date

4.4 forecast the cycle for each CSA Standard for the P&A Committee

4.5 ensure that meetings occur quarterly

4.6 prepare an annual report for presentation to the CHES AGM

5. The role of the vice-chair is to fulfill the role of the chair when the chair is unable to do so (either by absence or conflict of interest.) The intention is that the vice-chair will transition into the roll of committee chair upon resignation of current chair.

**6. Qualification:**

6.1 The chair and vice-chair must be CHES members in good standing and should have served as an active member of the HSC or served as an active representative in a CSA Standards setting for a minimum of 2 years prior to accepting this position.

Approved by: \_\_\_\_\_  
President

Date: \_\_\_\_\_