

POLICY/PROCEDURE NUMBER: H – 1.8

DATE: December 1, 1992	SUBJECT:
ISSUE: <b>Chapters</b>	<b>Job Description – Chapter Public Relations Chairman</b>
REVIEWED: December 2013	PAGES: 1 of 1

**Position:**

Through the office of the Chapter Executives liaise with the other chapters, local departments of Government, agencies, institutions and associations for the purpose of advancing the work of the Chapter.

**Responsibilities:**

Responsible to the chapter Executive Committee.

**Summary of Details:**

1. Promote the Society to local Government, agencies, institutions and other associations and in particular those sectors which are concerned with the Hospital or Healthcare industry.
2. Pursue the direction and objectives of the Healthcare Engineering Chapter.
3. Provide information in the form of articles, releases and copy ready for publication in trade papers, magazines and other public media.
4. Explain the objectives and the work of the local and regional Healthcare Engineering Chapter.
5. Coordinate with Canadian Healthcare Engineering Society, promotional material for functions in particular area, district or chapter.
6. Collect and disseminate information for the Chapter and the Healthcare Industry in general.
7. Prepare and submit a proposed annual budget for approval from the Chapter Executive Committee.
8. Perform other duties as required for the betterment of the Society.

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