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I – 1.1

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Terms of Reference

Corporate/Associate Member Advisory Council

Authority and Accountability

The Corporate/Associate Member Advisory Council is an advisory council to the Canadian Healthcare Engineering Society's (CHES) National Board. The Corporate/Associate Member Advisory Council reports to the National Board through a Council liaison that is voted into the position by other members of the Council.

1. Purpose

The Council shall:

- a) Make recommendations to the CHES Board on ways and means to improve upon Corporate/Associate Membership programs;
- b) Make recommendations to the CHES Board on measures that could be taken to improve upon corporate/associate membership awareness;
- c) Make recommendations to the CHES Board on measures that can be taken to help with the retention, sustainability, and increase of the corporate/associate membership base;
- d) Provide guidance and feedback to the CHES Board on corporate/associate member fees;
- e) Determine ways and means that the CHES Board can offer additional, but optional, value-added services to the corporate/associate membership;
- f) Determine ways in which CHES Member Educational Programs can be enhanced through the sharing of corporate associate membership knowledge; and,
- g) Suggest mechanisms through which the CHES Corporate/Associate Membership program can be effectively marketed.

2. Membership

- a) The Corporate/Associate Member Advisory Council will consist of 8 members, including;
- b) The Chair, Vice Chair and six (6) committee members.
- c) The Chair will act as the Corporate Liaison to the CHES National Board, for a two year term. The Vice Chair, voted by the council members for a two year term, will assume the role of Chair at the end of their two year term.
- d) Six (6) other Corporate/Associate Members as nominated, and voted in, by the CHES corporate/associate membership.

The CHES National President and the National Executive Director will be ex-officio, non-voting, members.

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3. Term

- a) Committee Members will be elected for a two year term, for a maximum of two terms.
- b) Committee Members who have served for two terms will be eligible for re-election after a one year hiatus, with the exception of those who have served as Vice Chair and Chair.
 - i. The limit on the number of terms is held in abeyance when a member is voted in as Chair or Vice Chair in order to ensure succession planning and support.
- c) Committee Member terms will be staggered so that half of the membership of the Council is elected every year (ie three (3) members elected one year, and three (3) the next).
- d) Council members will vote on a Chair/Vice Chair from the existing Committee Members on every even year.

4. Meetings

- a) The Corporate/Associate Member Advisory Council will meet a minimum of four times per year.
- b) Meetings can be held by teleconference unless Corporate/Associate Member Advisory Council members are planning to attend an event such as the CHES Annual Conference, or the OHA Health Achieve Conference, where a face to face meeting could be arranged.
- c) Regular attendance at these meetings is considered a critical component to the success of the Council and members may attend in person or by electronic means, at the member's option. Upon three consecutive absences without cause, the Council may at its' discretion, require a member to resign from the Corporate/Associate Member Advisory Council.

5. Quorum**a) Election of Council Members -**

At least 2/3 of the votes received from the Corporate/Associate members eligible to vote as per the National By-Laws.

b) Council Meetings

At least fifty percent of the voting members constitute a quorum.

6. Vacancies

- a) Vacancies will be filled, through appointment of interested corporate/associate members by the CHES Corporate/Associate Council.
- b) In the event of a voluntary resignation during a Council Member's term, the Council can choose to appoint a replacement Committee Member.
- c) A call for expression of interest to sit on this council will be sent out annually to Corporate/Associate members at the start of each year, with an election, if necessary completed by May 31st. New members will take office the following September.

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7. Staff Resources & Administrative Support

- a) The Corporate/Associate Member Advisory Council will, from time to time, review the requirements for staff resources and administrative support from the CHES National Office.
- b) As necessary the CHES National President will take any recommendations to the CHES National Board for consideration when formulating the annual budget.

8. Expenses

- a) The CHES National Office will pay costs associated with teleconference meetings. Teleconference meetings will be arranged through the CHES National Office.
- b) Budget for Council costs will be forwarded to the CHES National Treasurer, on an annual basis, prior to the time of budget deliberation. Approved costs will be set into the CHES National budget.
- c) Special approval will be required from the CHES National Board for any other type of expense

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CHES Corporate Advisory Council

Tenure Structure

