

POLICY/PROCEDURE NUMBER:

J – 2.1

DATE: <b>December 1, 1992</b>	SUBJECT:
ISSUE: <b>Job Description</b>	<b>Chapter Chairman</b>
REVIEWED: <b>May 19/15</b>	PAGES: <b>1 of 2</b>

**Position:**

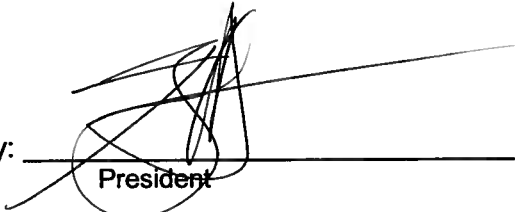
To be Chief Executive Officer of the Chapter.

**Responsibilities:**

Responsible to the President of the Society and members of the Canadian Healthcare Engineering Society within the Chapter area.

**Summary of Duties:**

1. Preside at meetings:
  - i) Chapter executive meetings
  - ii) Annual General meetings
2. Represent a Chapter on the National Executive Committee which is to govern and administer the Constitution and By-Laws, and policies of the Society.
3. Actively and conscientiously participate in the business and affairs of the Executive Committee.
4. Continually alert and report to the Society Executives all matters of importance arising at the Chapter level.
5. Effectively transmit and promote CHES Society plans, programs and policies to the Chapter membership by chapter report via the quarterly journal.
6. Assist in the planning of Annual Chapter Conference.
7. Assist in the succession planning and assure the continuity of the Chapter via:
  - i) Seeking out leaders and nominate qualified members to positions of responsibility in the Society from his Chapter.
  - ii) Encouraging their interest in advancement to leadership in the Society.
8. Reinforce communications between the Society and the Chapter.
9. Be an Ex-officio and a non-voting member of Chapter Standing and Sub-committees.
10. Assign other duties to the Chapter Executive members, which are not included in their portfolios as may be required from time to time.
11. Appoint members to the Standing and Sub-committees for various appointments and submit recommendations to the Chapter Executives for verification.
12. Know the Corporation By-Laws.

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<b><u>Summary of Duties (Continued):</u></b>	
<p>13. Understand the workings of the Society's structure.</p> <ul style="list-style-type: none"> <li>i) Acquaint him/herself with the Chapter Administration.</li> <li>ii) Study past and ongoing programs of work and accomplishments.</li> <li>iii) Consult with immediate past Chapter Chairman for advice.</li> </ul> <p>14. Together with the Chapter Executive Committee plan and implement a progressive plan of action for the coming term which will move the Chapter and Society along its stated path and help to accomplish stated goals.</p> <p>15. Be responsible for active participation of Chapter Executive Committee members and for actions of the Executive Committee in the Chapter's organization.</p> <p>16. Represent the Chapter in public and in its dealings with other organizations.</p> <p>17. Be the official spokesperson of the Chapter, unless another member of the Executive Committee is specifically appointed to this duty.</p> <p>18. In conjunction with the Secretary, prepare and issue an agenda and set a date for all Annual Chapter, Executive and Special meetings.</p> <p>19. Prepare and deliver an Annual Chapter Report to the members as well as a report to National Executives for Annual General Meeting.</p> <p>20. Obtain from Chapter treasurer quarterly statements and if required interim financial statements of the Chapter.</p> <p>21. Maintain close liaison with the National President and Executives. Inform all Chapter members about other Chapter activities, Society's policies, by-laws and new programs.</p> <p>22. Assist in preparing announcements and news letters for the quarterly journal magazine.</p> <p>23. Exercise the corporate voting privileges for the office as may be required to break a tie vote.</p> <p>24. Be an official signatory party for the Chapter.</p> <p>25. Perform other duties as required for the betterment of the Chapter.</p>	
Approved by:  President	Date: <u>Nov. 9/15</u>

POLICY/PROCEDURE NUMBER:

J - 2.2

DATE: <b>December 1, 1992</b>	SUBJECT: <b>Chapter Vice Chairman</b>
ISSUE: <b>Job Description</b>	
REVIEWED: <b>May 19/15</b>	PAGES: <b>1 of 1</b>

**Position:**

To assume the duties of the Chapter Chairman in his absence and to act on any other Executive duties as may be assigned from time to time.

**Responsibilities:**

Responsible to the Chapter Chairman of the Canadian Healthcare Engineering Society.

**Summary of Duties:**

1. Assume the duties of the Chapter Chairman in his absence.
2. Be well versed in all current and ongoing matters of the Chapter.
3. Act on any other Executive duties, as may be assigned from time to time by the Chapter Chairman.
4. Know the Corporation By-Laws.
5. Understand the workings of the corporation's structure.
6. Acquaint himself with Chapter administration, programs and activities.
7. Assist in preparing newsletters for the quarterly journal magazine.
8. Exercise the corporate voting privileges of the position as may be required at meetings of the Chapter.
9. Maintain and annually review the Ontario chapter executive job descriptions.
10. Work with OHA for the purposes of arranging for the Engineering speaker at the annual HealthAchieve conference.
11. Perform other duties as required for the betterment of the Chapter.

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

  
 President

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

*Nov. 9/15*

POLICY/PROCEDURE NUMBER:

J - 2.3

DATE: <b>December 1, 1992</b>	SUBJECT: <b>Chapter Secretary</b>
ISSUE: <b>Job Description</b>	
REVIEWED: <b>May 19/15</b>	PAGES: <b>1 of 1</b>

**Position:**

To maintain all Chapter files of records, correspondence and minutes of meetings. Obtain, screen and distribute correspondence between the Chapter Executives and individual member(s).

**Responsibilities:**

Responsible to the Chapter Executive Committee.

**Summary of Duties:**

1. Record and distribute all Chapter Executive Committee meeting minutes.
2. Record and distribute all Chapter and Annual meeting minutes.
3. Correspond with Chapter members as required.
4. Correspond with local Government bodies, other institutions and/or organizations as required.
5. Assist the Chapter Executives in procedural matters involving arrangements for elections, reporting election results and recording results of elections.
6. Perform other duties as required for the betterment of the Society
7. Assist Chairman and Officers in procedural matters involving arrangements for elections, election results and recording of elections.
8. Pass on records to successor.

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

President

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

Nov. 9/15

POLICY/PROCEDURE NUMBER:

J – 2.4

DATE: <b>December 1, 1992</b>	SUBJECT:
ISSUE: <b>Job Description</b>	<b>Chapter Treasurer</b>
REVIEWED: <b>May 19/15</b>	PAGES: <b>1 of 2</b>

**Position:**

To have the care and custody of all funds and securities of the Chapter and shall deposit them in the name of the Chapter in such bank or banks, or with such depositories as may be directed by the Chapter Executive Committee.

**Responsibilities:**

Responsible to the Chapter Executive Committee.

**Summary of Duties:**

1. Transfer bank account, signature cards of authorized officers.
  - i) Maintain accurate bookkeeping, with proper distribution to various accounts.
  - ii) When in doubt, confer with Chairman or Former Treasurer.
  
2. Verify accounting from previous Treasurer by formal audit. Report to be presented to membership.
  
3. Have and maintain care of all funds and securities of the Chapter.
  
4. Be an official signatory party for the Chapter along with the Chairperson.
  
5. Deposit all such funds and securities in bank, banks or depositories as required by the Chapter Executive Committee.
  
6. Exhibit book and accounting to the Chapter Executive as required by the Chapter Executive Committee.
  
7. Obtain Chapter Executive approval before paying expenditures.
  
8. Prepare and present a written report of all receipts, disbursements and accounts for each Chapter Executive meeting.
  
9. Prepare an annual financial report for the Chapter Membership. To be presented at the Chapter Annual General Meeting.
  
10. Provide ongoing guidance in order to provide a positive financial balance.
  
11. Arrange for an audit of all accounts and deposits to be accomplished annually at the Chapter's fiscal year end. This audit is to be completed by an accredited accountant as appointed by the membership at the Annual meeting.

12.

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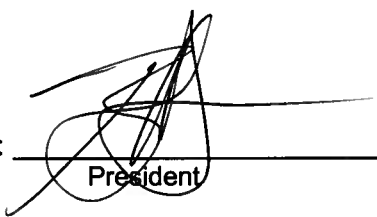
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DATE: <b>December 1, 1992</b>	SUBJECT: <b>Chapter Treasurer</b>
ISSUE: <b>Job Description</b>	
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**Summary of Duties (Continued):**

- 13. Receive from National Society, membership dues and bank.
  
- 14. Recommend investment strategies for surplus funds.
  
- 15. Perform other duties as required for the betterment of the Society.

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



President

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

*Nov. 9/15*

POLICY/PROCEDURE NUMBER:

J - 2.5

DATE: <b>December 1, 1992</b>	SUBJECT:
ISSUE: <b>Job Description</b>	<b>Chapter Membership Director</b>
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**Position:**

To promote the continuation of Chapter membership as well as seek prospective members to the Society.

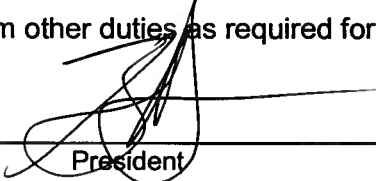
**Responsibilities:**

Responsible to the Chapter Executive Committee.

**Summary of Details:**

1. Promote membership of the Chapter among individuals and/or groups who may be eligible for membership.
2. Collaborate with CHES national to follow-up with all delinquent members with the aim of reinstating and maintaining that member.
3. Co-ordinate all activities regarding membership lists and membership status with the CHES national office.
4. Investigate, prepare, as needed, a prospective list of new members in concert with Chapter Executives.
5. Be responsible for membership promotional material to be approved by Executive Committee for printing.
6. Collaborate with the CHES national for the delivery of promotional material to prospective members regarding matters of membership.
7. Prepare a report on activities for each executive Committee meeting.
8. Prepare and submit for planned expenditures to the Treasurer.
9. Participate on the Bursary review committee facilitated by the Education Director.
10. Perform other duties as required for the betterment of the Society.

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

  
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 President

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

  
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POLICY/PROCEDURE NUMBER:

J – 2.7

DATE: <b>December 1, 1992</b>	SUBJECT:
ISSUE: <b>Job Description</b>	<b>Chapter Education Director</b>
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**Position:**

To promote the development of knowledge, skills and experience of Hospital Engineering through education, training and exchange of information.

**Responsibilities:**

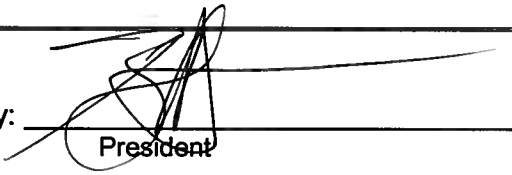
Responsible to the Chapter Executive Committee.

**Summary of Details:**

1. Develop and submit educational programs for Chapter Executive Consideration and approval.
2. Liaise and negotiate with an accredited schooling system and educational facilities in obtaining programmes which are of a benefit to interested Chapter members.
3. Promote Chapter seminars and courses pertinent to Healthcare Engineering. Supervise and coordinate technical and related activities for interested Chapter members.
4. Be a representative member of the National Development Committee.
5. Assist students seeking guidance in Healthcare Engineering.
6. Encourage preparation of technical papers for review and possible publication.
7. Organize seminars and courses in line with the Canadian Healthcare Engineering Society.
8. Obtain relevant technical or administrative material for publication in the CHES Quarterly Journal.
9. Collect and arrange the distribution of information for educational purposes to the Chapter members.
10. Participation in the membership in the bursary committee along with the Past-Chair and Membership Director.
11. Administrative, management of all annual awards.
12. Perform other duties as required for the betterment of the Society.



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



President

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

Nov. 9/15

POLICY/PROCEDURE NUMBER:

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DATE: <b>December 1, 1992</b>	SUBJECT: <b>Public Relations Chairman</b>
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**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 Healthcare Engineering Chapter to the membership of the Ontario chapter & potential members.
5. Coordinate with Canadian Healthcare Engineering Society, promotional material for functions in particular area, district or chapter.
6. Keep on-line communication vehicles current and upgrade these same communication vehicles as appropriate.
7. Perform other duties as required for the betterment of the Society.

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

President

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

Nov. 9/15