Terms of Reference
President's Award

Sponsored by

Purpose:

The purpose of the President's Award is to foster engagement and encourage chapter participation in executive and committee work in order to support the work of the Society. The award will be presented to the chapter of the Canadian Healthcare Engineering Society that demonstrates its commitment to education, administration, and representation in the activities of the Chapter and the National Board.

Criteria:

Each Chapter will be scored on the following:

- Accounting Practices,
- Conference / education day
- Additional Opportunities
- Membership
- Chapter executive practices
- Committee work

Specifically, points will be given for activities that benefit members and the work of the society such as number of meetings attended in the course of committee work and special education sessions. The scoring and points will be accumulated based on the chart below.

Submission and judging:

All chapters will complete the form and submit it to the National Office by September 1 of each year. The National Office and a member of the membership committee of the board will assist in the scoring and verification of the winning entry. Membership information for the chapters will be tabulated by the national office as of July 31 in each year. After verification, the award winner will be notified and presented the award trophy at the AGM

Award:

The award will be a trophy with the winning team members names engraved on a plaque or on the award itself. The team member names will include the chapter executive and committee member names. The award will be presented at the AGM but the cup will be stored at the National offices. Each member of the winning team will receive a printed certificate signed by the president.

Additionally there will be an award of two conference registrations and expenses to a maximum of $2,500 each.

Award Name:

The award may receive sponsorship but will continue to be called the President's Award with the added tag line "sponsored by "xxx".

Approved: CHES Board of Directors Meeting September 21, 2013