

POLICY/PROCEDURE NUMBER:

B- 7.2

DATE: June 13, 2022	SUBJECT:
ISSUE: Executive Team	Job Description
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1. **Position:**
Through their individual bylaw written and policy documented roles, the CHES Executive Team oversees the organization to align, enable and operationalize the CHES strategic plan.

2. **Responsibilities:**
Responsible to the CHES Members through the entire Board of Directors.
 - 2.1 Leads strategic planning.
 - 2.2 Creates a financial plan to support the Society.
 - 2.3 Establishes Society metrics.
 - 2.4 Supports the work of Committees.

3. **Summary of Duties:**
 - 3.1. Develop and revise policies and procedures¹ for the Society.
 - 3.2. Develop and revise protocols and standards to guide the Society.
 - 3.3. Develop recommendations in terms of tactical and operational plans for approval by the Board of Directors.
 - 3.4. Ensures that the annual budgeting process is a reliable and consistent financial structure for approval by the Board of Directors.
 - 3.5. Provides oversight to the CHES organization including:
 - 3.5.1. Review and assessment of Society structure.
 - 3.5.2. Review and update the CHES code of ethics.
 - 3.6. Regularly review every 2 years, the Society By-Laws and put forth recommended changes for a vote of the membership.
 - 3.7. Advocates for Canadian Healthcare Engineering Society.
 - 3.8. Prepare and submit a proposed annual budget after deliberation of the Committee, as per policy B5.2 for consideration and approval by the Board of Directors.
 - 3.8.1. The annual budgeting process will consider providing budget for the Chair to attend the in-person strategic planning and Board of Directors meetings held during the National Conference.

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3.9. Perform other duties as directed by the CHES Board of Directors.

¹ Policies and procedures are written statements to provide direction. Protocols and standards are strategies to take the society forward.

*Approved by the CHES Board of Directors June 13, 2022
 Revised September 2024*