

DATE: November 16, 1992	SUBJECT: Job Description
ISSUE: Communications Committee	
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1. **Position:** The purpose of the National Communications Committee is to promote and enhance all communication efforts in order to support the work of the Society.
2. **Responsibilities:**
 - 2.1. Responsible to the CHES Board of Directors with the Secretary as Executive Liaison.
3. **Summary of Duties:**
 - 3.1. To ensure that all areas of the country, and each CHES Chapter have input into the contents of the CHES “*Canadian Healthcare Facilities*” Journal”. To aid the “Journal” Editor to ensure that suitable/appropriate submissions are received in a timely manner for publication.
 - 3.2. To continue to review via the National Office the CHES website in order to ensure that it is accurate and up to date. It is the responsibility of all Committee members to report and get feedback from CHES members regarding any problems, changes to the website and report any necessary changes through the Committee via the National Office to the webmaster.
 - 3.3. To identify any communications opportunities to the National Board for consideration.
 - 3.4. To coordinate and carry out any special communication efforts as assigned by the National Board.
 - 3.5. Prepare a report on committee activities for each CHES Board of Directors meeting.
 - 3.6. Prepare an annual report for the Annual General Meeting as per policy B3.1, and be present to discuss and answer any questions from the members.
 - 3.7. Chair of the Committee (or designate) attends as an invited guest, and should be present at each CHES Board of Directors meeting to represent the interests of the Committee and present updates and requests on behalf of the Committee
 - 3.7.1. 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.
 - 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.
 - 3.9. The chair for the Committee shall be for two years, but not for more than two consecutive terms, unless otherwise approved by the National Board. i.e., four years, and shall be elected from the Committee membership.
 - 3.10. Oversee the development and distribution of promotional material for National Healthcare Facilities and Engineering Week (NHFEW) to be approved by the National Board.

POLICY/PROCEDURE NUMBER:

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