

POLICY/PROCEDURE NUMBER:

F – 1.2

DATE: December 9, 2009	SUBJECT:
ISSUE: Partnership & Advocacy Committee	Job Description
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1. Position:

1.1. Through the CHES Board of Directors, develop processes for building partnership agreements with organizations that have common goals aligned with the work of the Canadian Healthcare Engineering Society.

2. Responsibilities:

2.1. Responsible to the CHES Board of Directors, with the immediate Past President as Executive Liaison.

3. Summary of Duties:

3.1. Promote the Society to Government, agencies, institutions and other associations and in particular those sectors which are concerned with the Healthcare industry.

3.2. Provide information in the form of articles, releases and copies ready for publication in trade papers, magazines and other public media.

3.3. Develop a list of prospective partners for pursuit of partnership agreements.

3.4. Develop a list of organizations or governing bodies that solicit CHES members (i.e. CSA, NFPA) to sit on their working teams for recommendation to the CHES Board of Directors.

3.5. Collect and disseminate information for the Society and the Healthcare industry in general.

3.6. Prepare a report on committee activities for each CHES Board of Directors meeting.

3.7. 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.

3.8. 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.

3.8.1. 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. 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.

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

Revised September 2024