

POLICY/PROCEDURE NUMBER:

**C - 1.1**

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**Terms of Reference**

**NATIONAL COMMUNICATIONS COMMITTEE**

**1. Purpose:**

1.1 The purpose of the National Communications Committee is to promote and enhance all communication efforts in support of the work of the Society.

**2. Meetings:**

2.1 Meetings of the committee will take place quarterly and be held by teleconference or virtual format at least two weeks prior to the deadline for articles to appear in the upcoming quarterly *Canadian Healthcare Facilities Journal*. A face-to-face meeting will be held at the annual National CHES Conference when approved by the CHES Board of Directors (National Board). The team will select an attending member to record minutes of each meeting. Minutes shall clearly identify decisions taken, recommendations to the National Board, items requiring further action and persons responsible for follow-up action. All minutes will be provided to the National office via email.

**3. Membership:**

3.1 Due to the uniqueness of each province and chapter, and the importance of gathering their unique perspective, the committee will be comprised of representatives of each chapter.

3.2 If certain expertise is required, *ad-hoc* membership of people with that expertise is encouraged.

3.3 The term of Chair of the Communications committee shall be two years. No chair shall serve more than two consecutive terms unless otherwise approved by the National Board, (i.e., four years), and shall be selected from the Committee membership. The National Secretary cannot serve as chair.

3.4 The term of the Vice Chair shall be two years. The Vice-Chair will assume the responsibilities of the chair as required. It is the expectation that the Vice-Chair will transition into the position of Chair when the Chair steps down. The National Secretary cannot serve as vice-chair.

3.5 The transition of the Chair and Executive Liaison shall take place in alternate years, thus allowing overlap of these two positions to better facilitate continuity of committee leadership.

3.6 The committee will be comprised of the following members:

- 3.6.1 Chair
- 3.6.2 Vice-Chair
- 3.6.3 National Secretary (liaison to the National Board)
- 3.6.4 CHES Executive Director, or designate
- 3.6.5 Communication representative from each CHES Chapter
- 3.6.6 Associate Members Representatives

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- 3.6.7 CHES *Canadian Healthcare Facilities* Editor
- 3.6.8 CHES Webmaster
- 3.6.9 Other parties identified as required by the Communication Committee

**4. Summary of Duties:**

- 4.1 To ensure that all CHES Chapters and Associate Members have input into the contents of the *Canadian Healthcare Facilities* Journal. To aid the Journal editor in ensuring that all suitable/appropriate submissions are received in a timely manner for publication. Hence the meeting schedule identified under Meetings.
  
- 4.2 To constantly review the CHES website ensuring it is accurate and up to date and provide any required changes to the National Office. It is the responsibility of all Committee members to report and get feed-back from CHES members regarding any problems or issues they may encounter with the website and to report any necessary changes that may be required through to the Committee. The Committee will then work with the Webmaster via the National Office to obtain pricing and approval for any necessary changes unable to be effected by the National Office.
  
- 4.3 To identify any communications opportunities to the National Board for consideration with particular attention to new/emerging web-based technologies including online networking opportunities and the development of partnerships with allied stakeholders.
  
- 4.4 To coordinate and carry out any special communication efforts as assigned by the National Board.
  
- 4.5 To prepare and submit a proposed budget to the Treasurer of the National Board after deliberation of the Communication Committee.
  
- 4.6 The Chair will provide reports to the National Board ahead of their regularly scheduled quarterly meetings.

*Approved March 27, 2013*  
*Re-Approved by National Board February 2, 2010*  
*Revised June 2016*  
*Revised February 2022*  
*Revised August 2024*