Canadian Healthcare Engineering Society

TERMS OF REFERENCE

Webinar Committee

1. **Purpose:**
   1.1. To coordinate and organize the Canadian Healthcare Engineering Society’s Webinar Series.

2. **Membership:**
   2.1 The Committee members shall include defined members and members-at-large.

   2.2 Defined members shall include:
   
   - Chair, Webinar Committee
   - CHES Vice-President,
   - CHES National Office Representative

   2.3 Members-at-large shall include:

   2.4 Other members as appointed by the Chair, Webinar Chair

3. **Responsibilities:**
   3.1 Organize the annual call for submission for webinar topics.

   3.2 Meet by teleconference call as required to make final decisions on annual webinar topics.

   3.3 Confirm presenters for annual webinars and set dates for webinars based on presenter availability.

   3.4 Confirm moderators for annual webinars.

   3.5 Work with National Office to arrange and attend training sessions for webinar presenters.
   Moderators should also attend training sessions.