Terms of Reference

Canadian Healthcare Construction Certificate Subcommittee

1. Purpose:
   1.1 The purpose of the Canadian Healthcare Construction Certificate Subcommittee is to review, monitor and provide recommendations to the Professional Development Committee on the Canadian Healthcare Construction Certificate (CanHCC) program.

2. Meetings:
   2.1 Meetings of this committee will be held by teleconference quarterly or at the discretion of the chair.
   2.2 The CHES National Office will be responsible for recording minutes of each meeting. Minutes shall clearly identify decisions made, items requiring further action and persons responsible for follow-up action, and recommendations to the Professional Development Committee.
   2.3 All minutes will be copied to the Chair of the Professional Development Committee.
   2.4 A quorum of the Subcommittee present at the meeting shall consist of three (3) members of whom at least one (1) must be the Chair and one (1) must be a faculty member.

3. Membership:
   3.1 With the exception of the National Office representative, members of the subcommittee shall consist of a mix of non-faculty CHES members and current CanHCC faculty.
   3.2 The Chair of the Subcommittee shall be non-faculty to prevent a conflict of interest.
   3.3 The term of the Chair of the CanHCC Subcommittee shall be two years.
   3.4 No chair shall serve more than two consecutive terms.
   3.5 Subcommittee members would each serve a 2-year term, but are permitted to extend their membership for another 2-year term, not to exceed 4 years.
   3.6 The committee will be comprised of the following members:
      - Chair (Vice Chair Professional Development Committee or any other PD Committee Member)
      - Chair, Professional Development
      - 2 current CanHCC faculty (1 faculty to be changed on alternating and opposite years)
      - National Office Representative
      - Ad hoc Members
POLICY/PROCEDURE NUMBER: E – 6.2

<table>
<thead>
<tr>
<th>DATE:</th>
<th>January 2019</th>
<th>SUBJECT:</th>
<th>Terms of Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSUE:</td>
<td>Canadian Healthcare Construction Course Subcommittee</td>
<td>REVIEWED:</td>
<td>March 14, 2019</td>
</tr>
<tr>
<td>PAGES:</td>
<td>2 of 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Responsibilities:
   4.1 Program oversight
   4.2 Assessment of program content annual review
   4.3 Presentation to Professional Development Committee regarding program changes
   4.4 Financial analysis, Budget preparation
   4.5 Annual program locations determination via Chapters participation
   4.6 Work with CHES National office for administration development
   4.7 Review/approve marketing
   4.8 Act as spokespersons for program and promotion
   4.9 Review ASHE Contract
   4.10 Oversee Faculty Succession Process

Developed January 7, 2019
Revised February 25, 2019
Revised March 14, 2019