Policy:
Terms of Reference are provided to the Board to provide assurance to the Executive that the Journal will continue and reflect its membership as a major proponent of the CHES organization.

Procedure:
Procedure on Terms of References:

1. Provide support and direction to the Journal Editor through regular meetings, ongoing communication and evaluation.

2. Establish guidelines to ensure that editorial direction is reflective of the Executive, which in turn is representing the membership. This function would result in an annual report containing objectives for the coming year as well as progress made during the previous year.

3. Establish policy to direct or control any influence which may arise from the Journal.

4. Establish and promote editorial position and commentary for important and relevant issues or concerns.

5. Ensure that the Journal continues to be a major proponent of CHES, that its value as a marketing tool is fully realized and that it is presented in part on the Homepage.

6. Act as a resource network for articles, letters, submissions and advertising.

7. Recommend to the National Executive objectives and goals for the Journal and report progress.

8. Identify current trends and issues.

9. Approve quarterly information updates for the CHES Homepage.

Approved by: ___________________________  Date: ____________________

President