Policy:
Reporting to the publisher of Canadian Healthcare Facilities / CHES E-News, the journal / electronic newsletter, editor is responsible for writing and editing of 4 issues each annually. The editor will maintain the editorial integrity of the journal and follow the editorial direction as determined by the editorial board and communications committee members. He or she shall ensure that an effective and efficient process is maintained for the production of the Journal / electronic newsletter and meets or exceeds the requirements of the CHES organization.

Scope:
• Ensures that objectives and goals as determined by the National Board are achieved.
• Provides support and direction to the Editorial Board.
• Develops and maintains a comprehensive resource base for future issues.
• Reviews and determine the length of article, letters and submissions etc. to be published, and assist the contributor in the development of the same.
• Follow up on revenue opportunities when the chosen article goes to print in one of the quarterly journals or E-newsletters.
• Maintains good working relationships with all interested stakeholders.

Qualifications:
The publisher of Canadian Healthcare Facilities will ensure the managing editor has the necessary skills and qualifications to execute and organize each issue of the journal / electronic news. This will include following up on all the editorial components put forth by CHES as well as coordinating feature contributions and researching articles as determined by the annual editorial calendar. This person shall have but not limited to good organizational, communication, interpersonal and computer skills. As well the Editor shall have experience dealing with CHES and the Canadian Healthcare System.