Position:
To direct the publishing of a Chapter Newsletter as well as other printed material for promotional literature for the Society as required from time to time.

Responsibilities:
Responsible to the Chapter Executive Committee.

Summary of Details:
1. Propose a layout to the Chapter executive committee, for any publication which has to be printed for the Chapter.

2. Establish through the Chapter Treasurer, a financial structure for support of Chapter newspaper, publishing, mailing and advertising.

3. Obtain through tendering, a production printer as well as layout and graphic offices.

4. Obtain, for publishing, articles of interest to members such as technical or related studies and local news from Regions and Chapters. Encourage preparation of technical papers for review and possible publication by the Canadian Healthcare Engineering Society.

5. Arrange for translators, copywriters and an editor when required.

6. Obtain an updated membership mailing list from the Treasurer.

7. Arrange for a mailing rate with local Post Offices for the mailing of Chapter newspaper.

8. Prepare and submit a proposed annual budget for approval from the Executive Committee.

9. Perform other duties as required for the betterment of the Society.

Approved by: ____________________________  Date: ____________________

President