### Position:
To promote the development of knowledge, skills and experience of Hospital Engineering through education, training and exchange of information.

### Responsibilities:
Responsible to the Chapter Executive Committee.

**Summary of Details:**

1. Develop and submit educational programs for Chapter Executive Consideration and approval.

2. Liaise and negotiate with an accredited schooling system and educational facilities in obtaining programmes which are of a benefit to interested Chapter members.

3. Promote Chapter seminars and courses pertinent to Healthcare Engineering. Supervise and coordinate technical and related activities for interested Chapter members.

4. Be a corresponding member of the Chapter for professional development and/or education.

5. Assist students seeking guidance in Healthcare Engineering.

6. Encourage preparation of technical papers for review and possible publication.

7. Organize seminars and courses in line with the Canadian Healthcare Engineering Society.

8. Obtain relevant technical or administrative material for publication in the CHES Quarterly Journal.

9. Collect and arrange the distribution of information for educational purposes to the Chapter members.

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

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

Approved by: _____________________________  Date: _____________________________

President