

POLICY/PROCEDURE NUMBER:

D – 1.2

DATE: November 16, 1992	SUBJECT: Job Description
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1. Position:

- 1.1. To promote the continuation of membership as well as seek prospective members to the Society, and to manage the awards process for the Society.

2. Responsibilities:

- 2.1. Responsible to the CHES Board of Directors with the Secretary as Executive Liaison.

3. Summary of Duties:

- 3.1. Promote membership of the Society among individuals and/or groups who may be eligible for membership.
- 3.2. Assist CHES National office with follow-up on expired memberships with the aim of reinstating and maintaining that member.
- 3.3. Inform National Office of any updates to contact information or membership inquiries as needed.
- 3.4. Be responsible for membership promotional material. All material to be approved by the CHES Board of Directors for distribution.
- 3.5. Assist in preparation and distribution of promotional material to Chapter Chair and membership committee members at the chapter level.
- 3.6. Develop the awards selection teams and select the preferred candidates for recommendation of awards to the CHES Board of Directors
- 3.7. Prepare a report on committee activities for each CHES Board of Directors meeting.
- 3.8. Prepare an annual report for the Annual General Meeting as per policy B3.1 and be present to discuss and answer any questions from the members.
- 3.9. Chair of the Committee (or designate) attends as an invited guest and should be present at each CHES Board of Directors meeting to represent the interests of the Committee and present updates and requests on behalf of the Committee.
- 3.9.1. The National Board will budget for the Chair to attend the in-person strategic planning and Board of Directors meetings held during the National Conference.
- 3.10. Prepare and submit a proposed annual budget after deliberation of the Committee, as per policy B. 5.2 for consideration and approval by the Board of Directors.

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3.11. Should the Executive Director have questions about the correct membership categorization, they shall consult the Membership Committee Chair, and subsequent decisions, as per Policy shall be followed.

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

Revised September 2024

Approved: September 22, 2026