

TERMS OF REFERENCE
SEPTEMBER 2017

REPORTING RELATIONSHIP

1. The committee is a standing committee of the Canadian Organization of Medical Physicists (COMP).
2. The Chair of the committee is a member of and reports to the COMP Board.
3. The executive director (ex-officio) is a member.
4. The chair will present a written report to the COMP Board prior to each in-person meeting of COMP.

PURPOSE

The Committee is responsible for enabling:

1. all communications between the COMP Board and the membership
2. for communications between the members; and
3. for communications to the public.

RESPONSIBILITIES AND DUTIES

1. InterACTIONS (Canadian Medical Physics Newsletter)
2. The COMP and CCPM websites
3. E-mail bursters, information brochures on medical physics, and social media tools
4. Advise the COMP Board on how to respond, or respond on behalf of COMP, to requests from industry, provincial health ministries, Health Canada, and other organizations.

MEMBERSHIP

The Committee should be composed of:

1. A chair who is approved by the COMP Board for a term of three years; Committee members may volunteer for a second three-year term. After the completion of two three-year terms, committee members will be required to take a 12 month break from the committee before being eligible to serve an additional three-year term;
2. the COMP Board president;
3. an appropriate mix of physicists located over a wide geographical distribution; and,
4. guests who, at the call of the chair, are co-opted to attend specific meetings to deal with specific issues or projects.

Committee members will be invited to serve a term of 3 years on the committee and may serve a maximum of two consecutive terms. A Committee member who has completed two terms, may re-join the committee after a one-year period. Note: In special circumstances, the Committee Chair may deem that the committee will be best served by the continued participation of a member who has completed two terms. In these circumstances, the Committee Chair may choose to invite the member to continue on the committee.

MEETINGS

1. The committee should meet a minimum of two times a year, either by teleconference or in person.
2. A quorum consists of the committee chair and at least three other members.
3. Summary minutes of meetings will be taken and all decisions shall be recorded.
4. The committee should function as far as possible by consensus, otherwise a majority decision will be respected. The chair shall have the deciding vote in the case of a tie. Recommendations to the COMP Board may also include a minority opinion.

BUDGET

An annual budget for the committee will be prepared and submitted to the COMP Treasurer.