

TERMS OF REFERENCE
FEBRUARY 2018

REPORTING RELATIONSHIP

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

PURPOSE

The Imaging Committee will:

1. act as a united voice for medical physicists who specialize in medical imaging in Canada; and,
2. serve as COMP's authority on issues related to imaging physics.

RESPONSIBILITIES AND DUTIES

1. Provide the COMP Board with imaging physics expertise.
2. Advise the COMP Board on how to respond, or respond on behalf of COMP, to imaging physics requests from industry, provincial health ministries, Health Canada, and other organizations.
3. Liaise with Science and Education committees for imaging-related programs.
4. Promote the development of guidelines for medical imaging.
5. Support the development and revisions of safety codes and guidelines as related to medical imaging and to promote provincial and territorial adoption of these documents.
6. The committee may appoint sub-committees or ad-hoc task forces as required.

MEMBERSHIP

The Committee should be composed of:

1. a Chair who is appointed by the COMP Board for a term of three years;
2. the COMP Board president ex officio;
3. Executive Director of COMP ex officio;
4. no less than 5 and no more than 9 additional committee members who are:
 - a. COMP members in good standing;
 - b. when possible and preferred, representatives of provincial medical physics professional associations;
 - c. an appropriate mix, at the discretion of the Chair, of x-ray, nuclear medicine, magnetic resonance and ultrasound physicists located over a wide geographical distribution;

5. 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.
2. A quorum consists of a majority of members, which includes the committee chair.
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

The Chair will submit an annual budget to the treasurer.