

TERMS OF REFERENCE
SEPTEMBER 2019

REPORTING RELATIONSHIP

1. The committee is a standing sub-committee of the Canadian Organization of Medical Physicists (COMP).
2. The Chair of the sub-committee reports to chair of the Education Committee.

PURPOSE

The Committee will:

1. promote and support medical physics residency education programs and program directors with respect to the training and professional development of residents or residency program faculty.

RESPONSIBILITIES AND DUTIES

1. To coordinate and organize the work of COMP in respect to residency education.
2. To report regularly to the Education Committee and its Chair, including a biannual report and presentation of the recommendations and budget if applicable.
3. To work with, as appropriate, other committees or sub-committees on initiatives that relate to residency.
4. To assess the need for, oversee and provide support for educational offerings related to residency.
5. To receive communication on a national level from CAMPEP via COMP's CAMPEP representative.
6. To oversee, coordinate or provide support for national initiatives related to residency training.

MEMBERSHIP

The Sub-Committee is composed of:

1. a chair or co-chairs who is approved by the Education committee for a term of three years;
2. a vice-chair who will serve for up to 3 years.
3. Program Directors (or designate) from Canadian Residency Programs (who are also COMP members) (up to 1 representative per Program)
4. other members as required

MEETINGS

1. The sub-committee should meet a minimum of two times a year, either by teleconference or in person.

1. A quorum consists of the committee chair and at least three other members.
2. Summary minutes of meetings will be taken and all decisions shall be recorded.
3. 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.

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.

BUDGET

An annual budget for the committee will be prepared and submitted to the Chair of the Education Committee.