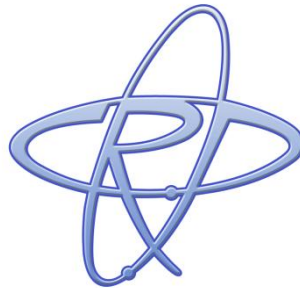


**Canadian Radiation Protection Association
Professional Development Committee
Terms of Reference**

November 7, 2014



CRPA Professional Development Committee Terms of Reference

1. NAME OF COMMITTEE

Professional Development Committee (PDC)

2. MEMBERSHIP

The PDC consists of a minimum of four members. The members are the Chair and

- three CRPA members at large in good standing with the CRPA with at least one member of the committee must be a CRPA(R) in good standing;

Wherever possible, the membership should reflect the geographical and professional makeup of the CRPA. Any member of CRPA may volunteer or recommend another member for committee membership.

3. KEY CHARACTERISTICS FOR MEMBERS

Committee members should possess:

- knowledge of continuing professional development theory and practice;
- experience with the development of standards relevant to educational or training programs; and
- a capacity to be innovative and creative.

4. TERM OF OFFICE

The term of office for the Chair is three years with the option to serve up to two consecutive terms. The Chair shall be appointed by the President of the CRPA.

The term for all Committee members is three years. Committee members, may serve up to two consecutive terms. Committee members are appointed by the Chair with approval of the CRPA Board of Directors.

Term expiry dates will be set for June 1 regardless of appointment date. This will help establish standard dates for advertising for replacements or obtaining new committee members at the annual general meeting.

5. ROLE OF THE COMMITTEE

The mandate of the Professional Development Committee is to:

- promote excellence in the radiation protection community by providing a variety of professional development opportunities;

- develop professional development policies and procedures;
- manage committee personnel;
- review the Professional Development (PD) program; and
- ensure overall quality of the PD program.

6. RESPONSIBILITIES OF THE COMMITTEE

The committee shall:

- ensure the development and implementation of a strategic and operational plan for the PD program that promotes and supports continuing professional development of Members;
- ensure the development, review, and monitoring of educational and ethical standards for continuing professional development activities and programs for Members;
- assist in the coordination of the PD portion of the CRPA Annual Conference;
- facilitating the development of PD activities by identifying and implementing opportunities to develop PD projects;
 - In particular, coordinate a separate PD event between November and February in a part of Canada geographically opposite to the current CRPA Conference which would have just taken place in the current year
- ensure that all content and participation by other organizations complies with the Code of Ethics of the CRPA;
- periodically review the relevance and performance of PD events through needs assessments for the individual activities;
- ensures there is a well-developed communication and promotion strategy for
- the PD program to Members; and
- reviewing the PD Committee Terms of Reference at least once every three years.

7. MEETINGS

The business of the Committee is generally conducted by phone, fax, e-mail or other agreed means.

Due to the geographical separation of the members, formal face-to-face meetings of the Committee are not considered mandatory, although members of the Committee attending the Annual General Conference are expected to plan and conduct a face-to-face meeting. Meetings will be held a minimum of three times per year, not including the face-to-face meeting at the Annual General Conference.

Meetings will be scheduled and run by the Committee Chair. If the Chair is not present during a meeting, another Committee member will be appointed as acting chair. The Board of Directors liaison should be invited to attend each meeting.

8. REPORTS

8.1. Committee Report:

The schedule to submit the annual Committee Report is based on the dates for the Annual General Conference. An earlier submission may be requested at the discretion of the Board.

The Committee Report will, at a minimum, include a summary of the previous year's activities and a business plan for the upcoming year.