

Canadian Radiation Protection Association

International Liaison Committee

Terms of Reference

May, 2005

Reviewed January 18, 2024



Canadian Radiation Protection Association
Association canadienne de radioprotection
P.O. Box 83
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1. NAME OF COMMITTEE

International Liaison Committee

2. MEMBERSHIP

- All Committee members must be members in good standing of the Canadian Radiation Protection Association.
- The Committee shall consist of a Chair, Vice-chair, four members and liaison. Members must preferably have experience with international activities in radiation protection or interest with activities of international implication.
- The 'Board' director of External Affairs will be a member of the Committee and will be the liaison to the Board.
- The term for all Committee members, including the Chair and Vice-chair, shall be three years.
- It is recommended that the Committee members serve up to *a max of 2* consecutive terms.
- Membership replacement should be on a staggered basis to ensure Committee continuity.
- 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.
- The Chair shall be appointed by the President of CRPA, following nomination by the outgoing chair with the support of the committee members.
- Committee members are appointed by the Chair with the approval of the CRPA Board of Directors.
- Any member of CRPA may volunteer or recommend another member for committee membership.

3. ROLE OF THE COMMITTEE

- To provide opportunities to work and network with experts in other countries.
- To promote CRPA internationally.

4. RESPONSIBILITIES

- Maintain relationship with IRPA and other international foreign organizations as directed by the board.
- Manage general requests relating to international radiation protection or from international foreign organizations.

- Maintain or create active, bi-directional, liaison with foreign and international organizations with similar goals or objectives to the CRPA.
- Identify key organizations that would benefit from shared expertise.
- Keep CRPA membership informed in coordination with the communications committee of international activities in the field of radiation protection, including the release of relevant documents via social media and/or quarterly communication (online events, international meetings etc.).
 - Promote CRPA opportunities to comment on documents from key international organizations.
- Inform, promote and/or nominate CRPA members to international Radiation Protection organizations seeking volunteers for available positions.
- Highlight the contributions that CRPA members make on international committees or activities.

5. SCHEDULE OF MEETINGS

- The business of the Committee can be conducted virtually (e.g., *MS Teams*) or face-to-face meetings when a majority of the membership is located in the same vicinity. Follow-up exchanges can be via emails.
- Formal face-to-face meetings are not mandatory.
- Members of the Committee attending the Annual Conference are encouraged to plan a face-to-face meeting. If the Chair is not present, another Committee member may be appointed as meeting coordinator.
- Decisions will be by consensus.

6. DOCUMENT REVIEW AND REVISION HISTORY

Date	Item	Responsibility
May 2004 (AGM)	Creation of committee	President
June 2005	Finalize terms of reference	Chair
June 2005	Approval of terms of reference by Board	
September 2007	Terms of reference reviewed	
January 2015	Terms of reference reviewed	

September 2023	Terms of reference updated	Chair
January 2024	Terms of Reference reviewed and approved	