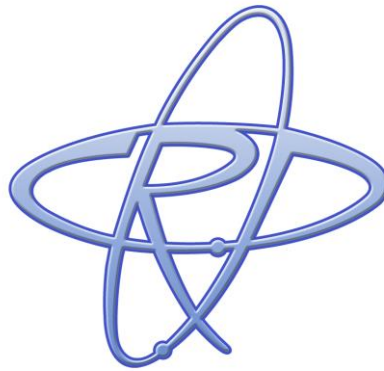


Canadian Radiation Protection Association
International Liaison Committee Handbook

May, 2005
(last reviewed March 2015)



Canadian Radiation Protection Association
Association canadienne de radioprotection
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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 Chairperson and at least 2 members. Members must preferably have experience with international activities in radiation protection.
- The Director of External Affairs will be a member of the Committee and will be the liaison to the Board.
- The term of all Committee members, including the Chairperson, shall be three years.
- Committee members may serve up to *three* consecutive terms.
- The Chairperson may serve up to an additional *three* consecutive terms in that capacity.
- Membership replacement should be on a rotating 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 Chairperson shall be appointment by the President of CRPA.
- Committee members are appointed by the Chairperson with 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

- Maintain or create active, bi-directional, liaison with foreign and international organisations with similar goals or objectives to the CRPA.
- Promote CRPA internationally.

4. RESPONSIBILITIES

- Keep CRPA membership informed of international activities in the field of radiation protection, including the release of relevant documents.

- Maintain or create active liaison with foreign and international organizations with similar goals or objectives to the CRPA.
- Answer general requests relating to international radiation protection.
- With the assistance of the secretary and the Secretariat, ensure CRPA membership has the opportunity to comment on documents from key international organisations.
- Inform, promote and/or nominate CRPA members to international RP organizations seeking volunteers for available positions.

5. SCHEDULE OF MEETINGS

- The business of the Committee can be conducted by email, phone, fax or face-to-face meetings when a majority of the membership is located in the same vicinity.
- Formal face-to-face meetings are not mandatory.
- Members of the Committee attending the Annual Conference are expected to plan a face-to-face meeting. If the Chairperson is not present, another Committee member will be appointed as co-ordinator.

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	