



Canadian Radiation Protection Association

Archivist

Terms of Reference

Approved March 2025

Email: secretariat@crpa-acrp.ca

Website: www.crupa-acrp.ca

1. Role of the Archivist

- 1.1 Preserve the history of the CRPA in the form of documents, photos, and memorabilia in physical and digital format
- 1.2 Showcase CRPA's history at the Annual Conference
- 1.3 Act as the official photographer of the Association

2. Membership & Qualifications

- 2.1 The Archivist shall be a long-time CRPA member in good standing
- 2.2 The Archivist shall be appointed by the Board of Directors
- 2.3 A Co-Archivist may be appointed by the Archivist and approved by the Board of Directors, as needed. The Co-Archivist shall be a CRPA member in good standing and be willing to act as Archivist in the Archivist's absence.
- 2.4 The term for the Archivist shall be ongoing
- 2.5 The Archivist shall have adequate time to volunteer significant effort towards maintaining archival material, particularly during and after the conference period
- 2.6 The Archivist shall have access to a computer, internet and full-page scanner/photocopier/printer
- 2.7 The Archivist shall be knowledgeable about CRPA's history and how the Association operates
- 2.8 The Archivist shall have attended multiple conferences
- 2.9 The Archivist shall have a wide network of CRPA colleagues
- 2.10 The Archivist shall have, or can arrange for, sufficient physical storage space for archival material as necessary
- 2.11 Any CRPA member may volunteer or contribute to the duties of the Archivist.

3. Responsibilities of the Archivist

- 3.1 Report to the Director of Internal Affairs
- 3.2 Liaise with the CRPA Secretariat to ensure the following materials are in digital format and organized by year in the Drop Box (see 4.1):
 - CRPA Bulletins
 - Annual Conference Program
 - Conference Attendees
 - Photographs from Annual Conferences
 - Award recipients and photographs
 - Anthony J. MacKay Student Paper Contest winners, papers and photographs
 - Honorary Members and photographs
 - List of President's and photos

- Audited Financial Statements
 - Annual General Meeting Minutes & Presentations
 - CRPA Anniversary Presentations
 - Minutes from Board of Director Meetings
 - List of Board Members and Terms
 - Membership Listings and Reports (annual)
 - Bylaws
 - Committee Terms of Reference Documents
 - Policies and Procedures
 - Committee Meeting Minutes
 - Annual Committee Reports
 - Relevant Correspondence
 - Other material as required
- 3.3 Continue to digitize historical records and upload them to the Drop Box and maintain a record of historical records still outstanding.
- 3.4 Oversee management and storage of physical CRPA historical records and memorabilia (e.g. pens, bookmarks, etc.)
- 3.5 Maintain inventory records of physical and digitized archived material and share the inventory lists with the Secretariat.
- 3.6 Ensure all CRPA material – physical and electronic - is labelled as property of CRPA.
- 3.7 Set up and attend the Archives booth at CRPA Conferences
- 3.8 Use personal equipment to take photographs. If this is not possible, contact the Board. May collect photos from other members to upload to the Drop Box.
- 3.9 Create a presentation, e.g. PowerPoint, in celebration of CRPA's anniversary every 5 years (45th, 50th, 55th etc., counted from 1979) to be presented at the CRPA conference banquet of that year. Submit to the Board for approval.

4. Responsibilities of the Board of Directors

- 4.1 In 2016, a virtual Drop Box subscription was purchased for exclusive use by Archives. The Secretariat maintains the annual subscription, access, and passwords for the Archives Drop Box.
- 4.2 Approve adequate funds when required in order to maintain the affairs of the Archivist.
- 4.3 Ensure any souvenir material is made available to the Archivist for archival inventory.
- 4.4 Cover expenses for the Archivist to attend the Archives Booth at CRPA conferences: conference registration, travel and hotel accommodations.

- 4.5 Approve the CRPA Anniversary PowerPoint Presentation prior to being shown at the annual Banquet (every 5 years as per 3.9 above).

5. Annual Report

- 5.1 The Archivist shall submit an Annual Report to the Director of Internal Affairs at the end of each year (template will be supplied by the Director).
- 5.2 At a minimum, the report will include a summary of the previous year's activities, plan for the year ahead and a list of volunteers who have assisted the Archivist.

6. Archivists' Terms / Document Review and Revision History

Date	Comments
1986 – 2010	CRPA Archivist – Anthony J. MacKay
1992	TOR Drafted (have no record of date approved)
2010 – Present	CRPA Archivist – Sunil Choubal
March 2025	Terms of Reference updated, approved