



Canadian Radiation Protection Association

CRPA/CARST Working Group

(Canadian Radiation Protection Association / Canadian Association of
Radon Scientists and Technologists)

Terms of Reference

Approved March 2025

Email: secretariat@crpa-acrp.ca

Website: www.carpa-acrp.ca

1.0 Role of the Committee

- 1.1 Develop and communicate policy recommendations to government authorities to address radon safety standards and public health concerns
- 1.2 Facilitate lectures and the provision of materials for public education on radon safety
- 1.3 Provide the opportunity for professional development.

2.0 Membership

- 2.1 All Committee members must be members in good standing with the Canadian Radiation Protection Association (CRPA) and/or the Canadian Association of Radon Scientists and Technologists (CARST).
- 2.2 The membership of the Committee shall consist of a Chair and at least two CRPA members and at least two CARST members. Wherever possible, the membership should reflect the geographical and professional makeup of the CRPA and CARST.
- 2.3 The Chair of the Committee shall be appointed by the CRPA Board of Directors.
- 2.4 The term for all Committee members, including the Chair, shall be five years.
- 2.5 The Committee Chair may serve up to two consecutive terms.
- 2.6 Term expiry dates will be set for June 1 regardless of appointment date. This will help establish standard dates for advertising for replacements or recruiting new committee members.
- 2.7 Rotation of the members should be on a staggered basis to ensure Committee continuity (i.e., overlap between outgoing and incoming members).
- 2.8 Any member of CRPA or CARST may volunteer or recommend another member for committee membership.

3.0 Responsibilities of the Committee

- 3.1 Provide a forum for communication and information sharing, involving stakeholders in the regulated community.
- 3.2 Provide professional development and scientific presentations at CRPA and CARST conferences and contribute articles to respective publications.

4.0 Responsibilities of the Committee Chair

- 4.1 Report to the Director of External Affairs
- 4.2 Schedule, prepare and chair all meetings.
- 4.3 Record and distribute meeting minutes to committee members and the CRPA Director of External Affairs and the CRPA Secretariat.

5.0 Committee Meetings

- 5.1 The business of the Committee is generally conducted by teleconference, email or other means agreed upon by the Committee.
- 5.2 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 conference are expected to plan and conduct a face-to-face meeting.
- 5.3 Meetings will be scheduled and run by the Committee Chair. If the Chair is unable to attend a meeting, another Committee member will be appointed acting chair.
- 5.4 The Board of Directors liaison should be invited to attend each meeting.

6.0 Annual Report

- 6.1 The CRPA/CARST Working Group Chair will submit its Annual Committee Report to the Director of External Affairs at the end of each year.
- 6.2 At a minimum, the report will include a summary of the previous year's activities, plans for the year ahead and a list of committee members.
- 6.3 The report will be circulated to the members of the committee for review prior to submission to the Director.

7.0 Document Review and Revision History

Date	Comments
March 2025	Approved