



# Canadian Radiation Protection Association

## Membership Committee Recruitment Subcommittee

### Terms of Reference

Approved March 2025

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## **1.0 Role of the Committee**

- 1.1 The role of the Committee is to promote membership, both individual and corporate, in the CRPA and to ensure that all applications are assessed against the established criteria in a timely manner.

## **2.0 Membership**

- 2.1 All Committee members must be members in good standing of the Canadian Radiation Protection Association (CRPA).
- 2.2 The membership of the Committee shall consist of a Chair and CRPA members at large. Wherever possible, the membership should reflect the geographical and professional makeup of the CRPA.
- 2.3 The term for all Committee members, including the Chair, shall be three years.
- 2.4 The Chair may serve up to two consecutive terms.
- 2.5 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.
- 2.6 The Chair shall be appointed by the Board of Directors.
- 2.7 Committee members are appointed by the Chair with the approval of the CRPA Board of Directors.
- 2.8 Any member of CRPA may volunteer or recommend another member for committee membership.

## **3.0 Responsibilities of the Committee**

- 3.1 Evaluate applications by individuals for CRPA membership against established criteria and make recommendations for approval as Full, Associate or Student members as applicable and in accordance with Appendix A: Membership Classifications, Term and Requirements.
- 3.2 Applications must be processed in a timely fashion. A two-week time frame for processing is ideal but should not exceed thirty (30) days.
- 3.3 At the request of the Board of Directors, the Committee may be asked to develop strategies for the recruitment of new members.
- 3.4 Approve applications for Corporate membership.

## **4.0 Responsibilities of the Committee Chair**

- 4.1 Report to the Director of Internal Affairs.
- 4.2 Schedule, prepare and chair all meetings.

- 4.2 Record and distribute meeting minutes to committee members, the Director of Internal Affairs and the CRPA Secretariat.
- 4.5 Provide a written report to the Director of Internal Affairs prior to scheduled Board Meetings (as needed).

## 5.0 Committee Meetings

- 5.1 The business of the Committee is generally conducted by videoconference, 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 Director of Internal Affairs should be invited to attend each meeting.

## 6.0 Annual Report

- 6.1 The Membership Committee Chair will submit its Annual Committee Report to the Director of Internal 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
April 2004	Finalize Terms of Reference
April 2004	Approval of Terms of Reference by Board
September 2007	Terms of Reference reviewed
November 2012	Creation of Recruitment Subcommittee
December 2024	Terms of Reference reviewed, added Terms of Reference for Recruitment Subcommittee
March 2025	Term of Reference Approved

# Recruitment Subcommittee Terms of Reference

## 1.0 Role of the Subcommittee

- 1.1 The role of the Recruitment Subcommittee is to perform outreach via various means to attract potential members to join the CRPA.

## 2.0 Membership

- 2.1 All Subcommittee members must be members in good standing of the Canadian Radiation Protection Association (CRPA).
- 2.2 The membership of the Subcommittee shall consist of a Subcommittee Chair and at least two (ideally, four or more) CRPA members at large. Wherever possible, the membership should reflect the geographical and professional makeup of the CRPA.
- 2.3 To help attract persons interested in becoming Canadian Radiation Protection Association Registered Radiation Safety Professionals (CRPA(R)), ideally, at least one or more of the Subcommittee members should be CRPA(R) members in good standing.
- 2.4 To help attract Students and Young Radiation Safety Professionals, ideally, at least one or more of the Subcommittee members should also be members of the Student and Young Professionals Committee (SYPCOM) in good standing.
- 2.5 The term for all Subcommittee members, including the Subcommittee Chair, shall be three years.
- 2.6 The Subcommittee Chair may serve up to two consecutive terms.
- 2.7 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.
- 2.8 The Subcommittee Chair shall be appointed by the Chair of the Membership Committee and approved by the Board of Directors.
- 2.9 Committee members are appointed by the Subcommittee Chair and/or the Chair of the Membership Committee.
- 2.10 Any member of CRPA in good standing may volunteer or nominate another CRPA member in good standing for Subcommittee membership.
- 2.11 The Chair of the Membership Committee is automatically a member of the Subcommittee.

## 3.0 Responsibilities of the Subcommittee

- 3.1 Actively recruit new members to the CRPA.
- 3.2 Devise and execute innovative ideas on how to recruit new members.
- 3.3 Assist with annual membership renewal campaigns as delegated by the Chair of the Subcommittee.

## **4.0 Responsibilities of the Subcommittee Chair**

- 4.1 Schedule, prepare and chair all meetings.
- 4.2 Record and distribute meeting minutes to committee members, the Director of Internal Affairs and the CRPA Secretariat.
- 4.3 Report to the Chair of the Membership Committee.
- 4.4 Provide a written report to the Chair of the Membership Committee prior to scheduled Board Meetings (as needed and/or on request).
- 4.5 Assist the Chair of the Membership Committee with the Annual Membership Committee and Recruitment Subcommittee Report.

## **5.0 Subcommittee Meetings**

- 5.1 The business of the Subcommittee 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 Subcommittee are not considered mandatory, although members of the Subcommittee attending the Annual Conference are expected to attend a face-to-face meeting (along with remote access for those that cannot attend in person) if so scheduled (or at least attempt to attend the meeting of the Membership Committee).
- 5.3 Meetings will be scheduled and run by the Subcommittee Chair. If the Chair is unable to attend a meeting, another Subcommittee member will be appointed acting chair.
- 5.4 The Chair of the Membership Committee should be invited to attend each meeting.

## **6.0 Annual Report**

- 6.1 The Recruitment Subcommittee Chair will submit information to the Chair of Membership Committee for inclusion in the Annual Report for the Membership Committee.
- 6.2 At a minimum, information will include a summary of the previous year's activities, plans for the year ahead and a list of Subcommittee members.

# Appendix A: Membership Classifications, Term and Requirements

## Membership Classifications

The membership of the Association is comprised of seven classes:

- i) Full Members
- ii) Associate Members
- iii) Student Members
- iv) Corporate Members
- v) Retired Member
- vi) Transitional Student Members
- vii) Honorary Life Members

## Membership Term

With the exception of Honorary Life Memberships, the term of membership shall be annual, in conjunction with the calendar year and due for renewal with applicable fees on January 1<sup>st</sup>. Memberships approved on or after October 1<sup>st</sup> are also valid for the next calendar year. Electronic membership applications are managed by the Secretariat and sent to the Membership Committee for review/approval. Electronic membership renewal notices are managed by the Secretariat.

## Membership Dues

Membership dues are set by the Board of Directors and reviewed on an annual basis.

## Full Membership Requirements:

- i) Candidate will have graduated from an accredited university or have recognized equivalent scientific, technological or professional qualifications, or in exceptional cases have equivalent training, and
- ii) Candidate will have been engaged in some form of radiation protection activities for at least one year, and
- iii) Candidate is regularly engaged in one or more appropriate aspects of radiation protection at the time of their application for membership in the Association, or in appropriate cases, have an interest and competence in one or more such aspects.

A period of professional level experience in radiation protection by an applicant for Full Membership may be recognized as being equivalent to a similar period of university study provided the applicant can clearly demonstrate that the experience is, in fact, equivalent.

An applicant for Full Member need not be completely versed in all phases of radiation protection at the time application for membership is made. Appropriate post-graduate study may be accepted in lieu of all or part of the required period of radiation protection activity.

## **Associate Membership Requirements**

- i) Candidate is engaged in a field of endeavour related to radiation protection, or
- ii) Candidate has interests in radiation protection such that it makes them desirable as Associate Members.

## **Student Membership Requirements**

Student members shall be individuals who are in full time study in a field which would eventually qualify them for Full Membership in the Association, and who in each year submit proof of their student status.

## **Corporate Membership Requirements**

Corporate members shall be organizations whose interests in the field of radiation protection are such as to warrant formal connection with the Association.

The following membership classifications do not require the approval of the Membership Committee:

## **Retired Membership Requirements**

Retired Members shall be individuals who have been Full Members for a minimum of 10 years and attest that they are no longer substantively employed. Full or Associate members must request a level change in writing to the Secretariat and need not be approved by the Committee.

## **Transitional Student Membership Requirements**

Transitional Student Members shall be individuals who have been Student members and have graduated from full-time studies. Transitional Student membership is applicable for the one-year period following the year of graduation only. Student members request a level change in writing to the Secretariat and need not be approved by the Committee.

## **Honorary Life Members**

Honorary Life Members shall be those individuals who have been approved by the Board as persons worthy of Honorary Life Membership in the Corporation, and:

- i) have been Full Members of the Corporation for at least 10 consecutive years;
- ii) are nominated by at least two Full Members because of their significant contribution to the field of radiation protection or to the Corporation;
- iii) are approved by an ordinary resolution of the members at an Annual Meeting of members.

The term of membership of an Honorary Life Member shall be the lifetime of that individual. Honorary Life Members shall be exempt from paying membership dues.