



**Canadian Radiation Protection Association**

**Professional Development Committee**

**Terms of Reference**

Approved March 2025

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Website: [www.crpa-acrp.ca](http://www.crpa-acrp.ca)

## **1.0 Role of the Committee**

- 1.1 The mandate of the Professional Development Committee is to develop, enhance, co-ordinate and advise the Board of Directors on the professional development activities of the Association for the benefit of its members and the public.

## **2.0 Membership**

- 2.1 The PDC consists of a minimum of three members. All members must be CRPA members in good standing with the CRPA, with at least one member having the CRPA(R) designation.
- 2.2 The Chair is a committee member appointed by the CRPA Board of Directors.
- 2.3 The term of office for the Chair is three years with the option to serve additional terms unless there are other committee members who volunteer to take the role of the Chair.
- 2.4 The term for all committee members is three years with the option to serve additional terms. Committee members are appointed by the PDC Chair.
- 2.5 Term expiry dates will be set for June 1 regardless of appointment date.
- 2.6 As much as practical, the membership should reflect the geographical and professional makeup of the CRPA.
- 2.7 Any member of CRPA may volunteer or recommend another member for committee membership.

## **3.0 Responsibilities of the Committee**

- 3.1 Advise on and coordinate the Association's professional development activities through liaison with the Local and National Conference Committees as well as Registered Radiation Safety Professionals Committee;
- 3.2 Develop or advise on educational activities that promote sound radiation protection principles and practices, as well as the development of radiation protection professionals;
- 3.3 Conduct needs assessment or in other ways ascertain the professional development requirements of the Association's members;
- 3.4 Assist in the preparation and coordination of the professional development activities of the Annual Conference;
- 3.5 Evaluate the professional development activities of the Association, including development of a quality review process for workshops and training sessions;
- 3.6 Ensure a well-developed communication and promotion strategy for professional development activities is established.
- 3.7 Develop and maintain the Professional Development Committee Program

Guide.

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

- 4.1 Reports to the Director of Professional Development
- 4.2 Provide a written report to the Director of Professional Development prior to the scheduled Board meetings or as requested.
- 4.3 Schedule, prepare and chair all meetings.
- 4.4 Record and distribute meeting minutes to committee members, Director of Professional Development and the CRPA Secretariat.

#### **5.0 Committee Meetings**

- 5.1 The committee aims to meet three times a year, at a minimum, via teleconference (or other agreed upon means), in person at the Annual Conference (when possible), and any other time at the discretion of the Chair. The agendas for the meeting are set by the Chair with input from committee members and circulated one week in advance of the meeting.
- 5.2 If the Chair is not present during a meeting, another committee member will be appointed as acting Chair.

#### **6.0 Annual Report**

- 6.1 The PDC Chair will submit an Annual Committee Report to the Director of Professional Development at the end of each year (template provided by Director).
- 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**

<b>Date</b>	<b>Comments</b>
November 2024	Adopted
March 2025	Revised / Approved