



# Canadian Radiation Protection Association

## International Liaison Committee

### Terms of Reference

Approved March 2025

Email: [secretariat@crpa-acrp.ca](mailto:secretariat@crpa-acrp.ca)  
Website: [www.crp-a-acrp.ca](http://www.crp-a-acrp.ca)

## **1.0 Role of the Committee**

- 1.1 To provide opportunities to work and network with experts in other countries.
- 1.2 To promote CRPA internationally.

## **2.0 Membership**

- 2.1 All Committee members must be members in good standing of the Canadian Radiation Protection Association.
- 2.2 The Committee shall consist of a Chair, Vice-chair, four members and liaison.
- 2.3 Members must preferably have experience with international activities in radiation protection or interest with activities of international implication.
- 2.4 The Director of External Affairs, will be an Ex-Officio member of the Committee and will be the liaison to the Board.
- 2.5 The term for all Committee members, including the Chair and Vice-chair, shall be three years.
- 2.6 It is recommended that the Committee members serve up to *a maximum of 2* consecutive terms.
- 2.7 Membership replacement should be on a staggered basis to ensure Committee continuity.
- 2.8 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.
- 2.9 The Chair shall be appointed by the President of CRPA, following nomination by the outgoing chair with the support of the committee members.
- 2.10 Committee members are appointed by the Chair with the approval of the CRPA Board of Directors.
- 2.11 Any member of CRPA may volunteer or recommend another member for committee membership.

## **3.0 Responsibilities of the Committee**

- 3.1 Maintain relationship with IRPA and other international foreign organizations as directed by the board.
- 3.2 Manage general requests relating to international radiation protection or from international foreign organizations.
- 3.3 Maintain or create active, bi-directional, liaison with foreign and international organizations with similar goals or objectives to the CRPA.
- 3.4 Identify key organizations that would benefit from shared expertise.

- 3.5 Keep CRPA membership informed in coordination with the communications committee of international activities in the field of radiation protection, including the release of relevant documents via social media and/or quarterly communication (online events, international meetings etc.).
- 3.6 Promote CRPA opportunities to comment on documents from key international organizations.
- 3.7 Inform, promote and/or nominate CRPA members to international Radiation Protection organizations seeking volunteers for available positions.
- 3.8 Highlight the contributions that CRPA members make on international committees or activities.

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

- 4.1 Report to the Director External Affairs.
- 4.2 Provide a written report to the Director of External Affairs prior to 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 External Affairs and the CRPA Secretariat.

#### **5.0 Committee Meetings**

- 5.1 The business of the Committee can be conducted virtually or face-to-face meetings when a majority of the membership is located in the same vicinity. Follow-up exchanges can be via emails.
- 5.2 Formal face-to-face meetings are not mandatory.
- 5.3 Members of the Committee attending the Annual Conference are encouraged to plan a face-to-face meeting. If the Chair is not present, another Committee member may be appointed as meeting coordinator.
- 5.4 Decisions will be by consensus.

#### **6.0 Annual Report**

- 6.1 The Chair will submit its Annual Committee Report to the Director of External Affairs at the end of each year (template is provided by the 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>
May 2004 (AGM)	Creation of committee
June 2005	Finalize terms of reference / Approval by Board
September 2007	Reviewed/Approved
January 2015	Reviewed/Approved
September 2023	Reviewed/Approved
January 2024	Reviewed/Approved
March 2025	Review/Format Standardized/Approved