Canadian Radiation Protection Association

National Conference Committee

Terms of Reference

Approved March 2025

1.0 Role of the Committee

1.1 Act as a liaison between the Board of Directors and the Local Organizing Committees.

1.2 Assist the Local Organizing Committee with conference planning by providing direction and tasks as needed.

1.3 Ensuring that established conference planning milestones are on-time and on-budget.

1.4 Provide budgetary oversight for the conference.

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 at least two 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 President of the CRPA.

2.7 Committee members are appointed by the Chair.

2.8 Any member of CRPA may volunteer or recommend another member for committee membership.

3.0 Responsibilities of the Committee

3.1 Annually review and update the CRPA Conference Planning Guide.

3.2 Provide an annual report to the Board of Directors on the status of conference planning activities.

3.3 Make recommendations to and get feedback from the Board of Directors on conference planning.

3.4 Ensure that elements of the CRPA Conference Planning Guide are being implemented by the Local Organizing Committee.

3.5 Ensure the roles and responsibilities found in the CRPA Conference Planning Guide are being met.

4.0 Responsibilities of the Committee Chair

4.1 Schedule, prepare and chair all meetings.

4.2 Assign a minute-taker to record minutes at all meetings.

4.3   Distribute meeting minutes to committee members.

4.4   Report to the Director of Professional Development.

4.5   Provide a written report to the Director of Professional Development prior to scheduled Board Meetings (as needed).

4.6   Attend or request an NCC member to attend the LOC conference planning meetings as required.

4.7   Update the National Conference Committee Terms of the Reference as required.

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 in-person meetings of the Committee are not considered mandatory, although members of the Committee attending the annual conference are expected to plan and conduct a in-person 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 Professional Development shall be invited to attend each meeting.

5.5   The Chair may invite guests to attend the meeting to speak on a particular subject of interest.

5.6   The Committee shall meet at least 4 times a year with consideration as per subsection 5.2 for at least one of the meetings.

6.0 Annual Report

6.1   The National Conference Committee Chair will submit its Annual Committee Report to the Director of Professional Development 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
2003	Creation of the Conference Committee
2023	Conference Committee renamed National Conference Committee
February 2025	Draft Terms of Reference
March 2025	Approved