



Canadian Radiation Protection Association

Translation Committee

Terms of Reference

Approved March 2025

Email: secretariat@crpa-acrp.ca

Website: www.crpa-acrp.ca

1.0 Role of the Committee

- 1.1 To translate articles, communications, documents and abstracts from French to English and English to French in accordance with the Association's "*Language Policy*".

2.0 Membership

- 2.1 All Committee members must be members in good standing with the Canadian Radiation Protection Association.
- 2.2 The Committee shall consist of a Chairperson and at least four CRPA members. Wherever possible, the membership should reflect the geographical and professional makeup of the CRPA.
- 2.3 The Chairperson shall be appointed by the CRPA Board of Directors.
- 2.4 The term for all Committee members, including the Chairperson, shall be three years.
- 2.5 Committee members may serve up to *three* consecutive terms.
- 2.6 The Chairperson may serve up to *two* consecutive terms in that capacity.
- 2.7 Membership replacement should be on a rotating 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 recruiting new committee members.
- 2.9 Committee members are appointed by the Chairperson with approval of the CRPA Board of Directors.
- 2.10 Any member of CRPA may volunteer or recommend another member for committee membership.

3.0 Responsibilities of the Committee

- 3.1 Liaise with the CRPA Secretariat regarding the coordination of all requests for translation, unless directed otherwise.
- 3.2 Translate articles submitted for publication in the CRPA Bulletin.
- 3.3 Proofread and edit translations made by freelance translators prior to distribution.
- 3.4 Translate documents related to the preparation of the annual elections, CRPA conference and Annual General Meeting.
- 3.5 Provide translation and terminology assistance to members of the Board of Directors, CRPA committees and CRPA Secretariat.
- 3.6 Translate material to be posted on the CRPA web sites.

4.0 Responsibilities of the Committee Chair

- 4.1 Report to the Director of Communications.
- 4.2 Provide a written report for the Director of Communications 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 Communications and the CRPA Secretariat.

5.0 Committee Meetings

- 5.1 Regular meetings are not mandatory.
- 5.2 The business of the Committee is generally conducted by virtual means, phone or email, or as agreed upon by the Committee.

6.0 Annual Report

- 6.1 The Chair of the Translation Committee will submit its Annual Committee Report to the Director of Communications 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 for the committee and subcommittees.
- 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
May 2004	Adopted
March 2025	Revised, Format Standardized, Approved

APPENDIX A – CALENDAR OF EVENTS

The table below chronicles a typical year in the life the Translation Committee.

Event	General Timeline	Translations Required
Candidate Sheets for Elections	January – early March	<ul style="list-style-type: none"> • Translation of Candidate Sheets for those running in the CRPA Board of Director Elections (these are posted on the CRPA website) • Translation for all Candidate Sheets should be completed approximately 2 weeks prior to the start of the elections (elections usually run from 15-31 March)
Annual General Meeting	April - May	<ul style="list-style-type: none"> • Any material relevant to the Annual Meeting, i.e. Agenda, resolutions regarding motions to be tabled at the AGM, Minutes, etc. • All relevant AGM material is posted on the member’s website no later than 15 days prior to the AGM
CRPA Conference	Starting in November to end of Conference	<ul style="list-style-type: none"> • Emails and Correspondence to potential Exhibitors and Sponsors, including Corporate members • Call for Papers Announcement • Translation of presentation and poster abstracts, once approved by the LOC Scientific Coordinator and attendance has been confirmed by the Presenters. There could be upwards of 50 or more abstracts to be translated and the use of the CRPA Dropbox for coordinating translations is recommended • General Conference Invitation • Other conference-related announcements (reminders, Tour & Professional Development course announcements, etc.) • Material for Conference Program. The Publisher will have established a deadline for all material to be submitted. • Translation of Student Paper Contest entries • Translation of material for the conference website

Event	General Timeline	Translations Required
Conference Website	Post-Conference	<ul style="list-style-type: none"> • Translations for next year's conference website
Annual Committee Reports	October	<ul style="list-style-type: none"> • Translation Committee Chair sends templates for the annual reports to the Secretariat for distribution to respective Directors (or uploading to a central repository, i.e. DropBox) • Templates are actually the previous year's reports with instructions on completion and Track Changes enabled
	December – March	<ul style="list-style-type: none"> • Annual Committee Reports are completed by Committee chairs and submitted to the Secretariat for submission to the Translation Committee. Translated reports are posted on the Members' website in preparation for the Annual General Meeting • Translation of all reports should be completed no later than 15-21 days prior to the Annual General Meeting
CRPA Bulletin	Published 3-4 times per year (including the Conference edition)	<ul style="list-style-type: none"> • Generally, anything submitted from CRPA is translated for the Bulletin (unless submitted in both languages), e.g. Editor and President messages, Health Physics Corner, conference summaries, CRPA Award winner summaries, CRPA(R) prep articles, etc.
Ad hoc Translations	Ongoing	<ul style="list-style-type: none"> • CRPA announcements to the membership
CRPA Website	Ongoing	<ul style="list-style-type: none"> • Material to be posted on the French version of the CRPA website. This is coordinated by the Secretariat, who requests translations and updates the website accordingly.
Job Postings	Ongoing	<ul style="list-style-type: none"> • French Website - for job postings submitted in English only, only the title of the position need be translated for the French website. The job description for the posting will be indicated as being in English only. • English Website - for job postings submitted in French only, only the title of the position need be translated for posting on the English website. The job description for the posting will be indicated as being in French only.