



Canadian Radiation Protection Association

**Student & Young Professionals Committee
(SYPCOM)**

Terms of Reference

Approved May 2025

Email: secretariat@crpa-acrp.ca
Website: www.crpa-acrp.ca

1.0 Role of the Committee

- 1.1. To conduct the Anthony J. MacKay Student Paper Contest, held in conjunction with the annual CRPA conference.
- 1.2. To promote the CRPA and the benefits of CRPA membership to Students and Young Professionals in, or interested in, the field of radiation protection and related areas.
- 1.3. To increase the number of Student and Young Professional members.
- 1.4. To serve as a resource for Student and Young Professional members of the CRPA and point of contact for those who are interested in radiation protection.

2.0 Membership

- 2.1 All Committee members must be members in good standing of the CRPA.
- 2.2 The membership of the Committee shall consist of a Chair and at least two CRPA members at large, and at least one student or young professional representative member. 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 a renewable three-year term. The term is renewable indefinitely so long as clauses 2.4 and 2.5 are satisfied.
- 2.4 The Chair may serve up to a maximum of two consecutive terms.
- 2.5 The Chair shall be appointed by the CRPA Board of Directors.
- 2.6 Committee members are appointed by the Chair with the approval of the CRPA Board of Directors.
- 2.7 Membership replacement should be on a rotating basis with one member normally being replaced each year to ensure continuity.
- 2.8 Term expiry dates will be set for June 1 regardless of initial appointment date. This will help establish standard dates for advertising for replacements or obtaining new committee members at the Annual General Meeting.
- 2.9 Any member of CRPA may volunteer or recommend another member for committee membership.
- 2.10 One member of the Committee should be assigned to act as a liaison to the IRPA Young Generation Network (YGN).

3.0 Responsibilities of the Committee

- 3.1 Make recommendations to the Local Organizing Committee (LOC) regarding Student and Young professionals-specific programming and other events at the annual conference.

- 3.2 Liaise with the Communications Committee regarding CRPA promotional and other activities involving Students and Young Professionals.
- 3.3 Welcome all new Students and Young Professionals upon joining CRPA (see sample letter in Appendix A). The CRPA Secretariat will maintain a spreadsheet in the SYPCOM folder of the CRPA DropBox containing a list of new Student and Young Professional members (classified as those under the age of 35).

4.0 Responsibilities of the Committee Chair

- 4.1 Report to the Director of Professional Development.
- 4.2 Schedule, prepare and chair all meetings.
- 4.3 Record and distribute meeting minutes to committee members, the Director of Professional Development and the CRPA Secretariat.
- 4.4 Liaise with the Secretariat to respond to inquiries to the CRPA from Students and Young Professionals.
- 4.5 Provide a written report to the Director of Professional Development prior to scheduled Board Meetings (as needed).
- 4.6 Consult with Committee members and appoint a Student Contest Coordinator for each occurrence of the contest. The Student Contest Coordinator will be responsible for managing all aspects of the contest (refer to the Anthony J. MacKay Student Paper Contest Guidelines).
- 4.7 Maintain a list of contacts for Canadian universities, colleges, and non-educational institutions regarding notifications about the Student Paper Contest and providing information on sponsoring the contest at the annual CRPA Conference. Refer to the Anthony J. MacKay Student Paper Contest Guidelines for the basic list.
- 4.8 Update the SYPCOM Terms of the Reference and the Anthony J. MacKay Student Paper Contest Guidelines 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 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 Professional Development should be invited to attend each meeting.

6.0 Annual Report

- 6.1 The Chair will submit its Annual Committee Report to the Director of Professional Development at the end of each calendar year (template provided by Director).
- 6.2 At a minimum, the report will include a summary of the previous year's activities and a list of SYPCOM members.
- 6.3 The report will be circulated to the members of the committee for review and approval prior to submission to the Director.

7.0 Document Review and Revision History

Date	Comments
February 2015	Approved (previous versions unknown)
November 2023	Revised and updated. Added Terms of Reference for the AJM Student Paper contest.
April 2025	Removed all but the highest-level references to the Student Paper Contest and created the Antony J. MacKay Student Paper Contest Guidelines from the former AJM Student Paper Contest Terms of Reference). Revised and updated per committee feedback.

APPENDIX A

LETTER TO NEW STUDENT AND YOUNG PROFESSIONAL MEMBERS



Canadian Radiation Protection Association Association canadienne de radioprotection

Canada's network of radiation safety specialists
Réseau canadien des spécialistes en radioprotection

Date

Student Name

Email address

Dear _;

On behalf of the Student and Young Professionals Committee (SYPCOM), we welcome you to the Canadian Radiation Protection Association (CRPA)! We are excited to have you as a new member and look forward to getting to know you better.

As a new member, we want to make sure you feel welcome and informed about what is going on with Radiation Protection in Canada.

You will receive an electronic copy of the CRPA *Bulletin*, which is published 3-4 times per year and contains updates on what is happening in our Association and the Radiation Protection community.

We hold a Student Paper Contest during our Annual Conference, which offers complimentary conference registration and hotel accommodation for the 3 finalists invited to present their work, a cash prize and trophy to the winner and the publication of finalists' papers in the CRPA *Bulletin*. We hope to see you at the Annual Conference and encourage you to apply to the Contest if you are eligible or submit an abstract for a scientific program presentation or poster!

CRPA offers a certification process to become a Registered Radiation Safety Professional (CRPPA(R)). The CRPA(R) designation is the highest level of competency recognized by the CRPA at the Canadian level. Attaining the CRPA(R) designation could be very beneficial when looking for employment opportunities.

CRPA also offers many networking opportunities and professional development sessions are scheduled throughout the year.

Please visit the CRPA website – www.crpa-acrp.ca - for information regarding CRPA(R) certification, the next Conference and Student Paper Contest, employment opportunities, events, professional development sessions and more.

If there are particular areas of radiation protection about which you would like to learn more, let us know and we can put you in touch with members in your area.

If you have any questions or are interested in becoming more involved with CRPA by joining SYPCOM or another Committee, please do not hesitate to contact me or any other member of our team.

Sincerely,

Name

Chair, Student and Young Professionals Committee

Email