



Canadian Radiation Protection Association

Communications Committee

Terms of Reference

Approved April 2026

Email: secretariat@crpa-acrp.ca

Website: www.carpa-acrp.ca

1. NAME OF COMMITTEE

- 1.1. Communications Committee (ComCom)

2. 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 four 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 a three year renewable term
- 2.4. Membership replacement should be on a rotating basis with one member normally being replaced each year to ensure continuity
- 2.5. The Chair shall be appointed by the Board of Directors of the CRPA. Committee members are appointed by the Chair

3. ROLE OF THE COMMITTEE

- 3.1. Promote the CRPA as a credible voice on radiation protection issues
- 3.2. Provide factual information on radiation protection practices and the principles of ALARA to the public
- 3.3. Promote and increase the CRPA profile in venues that may increase membership in the Association
- 3.4. Distribute relevant information to all members of the association. This may include updates from the Board of Directors, information from external agencies or organizations, notice of conferences or training opportunities, etc.
- 3.5. Standing tasks of the committee are in Appendix A
- 3.6. Ensure broad oversight of the Bulletin Editorial Board (BEB) activities and advise the Board of Directors of any operational challenges with the *Bulletin*. See Appendix B for the BEB Terms of Reference.

4. RESPONSIBILITIES OF THE COMMITTEE

- 4.1. Develop, implement and maintain an overall communication plan
- 4.2. Respond to inquiries from members of the public regarding the association or radiation protection concerns
- 4.3. Maintain informational resources, either from CRPA or other credible organizations, on radiation protection practices for members of the public (e.g. FAQ, useful web links)
- 4.4. Identify and, where possible, participate in outreach opportunities in order to increase the profile of the CRPA

- 4.5. Promote the CRPA “brand” by maintaining a suite of CRPA business correspondence and promotional materials (e.g. stickers or swag) and ensuring that they are being used effectively
- 4.6. Identify opportunities to provide CRPA input on issues in the media and bring these opportunities to the attention of the Board
- 4.7. Communicate association activities and initiatives to all members of the CRPA (note that communications regarding standard CRPA operations, such as membership renewals, notice of the AGM or official Board communications are handled by the Secretariat)
- 4.8. Maintain and contribute to CRPA social media sites (Facebook, LinkedIn)
- 4.9. Carry out other communication tasks as assigned by the Board of Directors or, if appropriate, as requested by other committees (e.g. assisting the conference Local Organizing Committee, promoting new Position Papers)

5. RESPONSIBILITIES OF COMMITTEE MEMBERS

5.1. Chair

- 5.1.1. Schedule, prepare and chair all meetings
- 5.1.2. Record and distribute meeting minutes to the committee members
- 5.1.3. Coordinate requests from and flow of information to and from the Board with the Board of Directors liaison

5.2. Members

- 5.2.1. Attend meetings and provide valuable input towards meeting the responsibilities and objectives of the committee
- 5.2.2. Follow proper meeting etiquette and norms and ensure constructive criticism is delivered in a fair and respectful manner
- 5.2.3. Review the website regularly and inform the Secretariat or Chair of any outdated material that needs to be updated or other changes that may improve the user experience on the website
- 5.2.4. Evaluate methods for website improvement
- 5.2.5. Contribute to the development of content in the Bulletin or solicit news articles or materials from other members of the association

Website update procedures are included in Appendix C.

6. MEETINGS

- 6.1. The business of the Committee is generally conducted by teleconference, e-mail or other agreed means

- 6.2. Due to the geographical separation of the members, formal face-to-face meetings of the Committee are not mandatory, although members of the Committee attending the annual conference are encouraged to plan and conduct a face-to-face meeting
- 6.3. Meetings will be held a minimum of three times per year. This may include the face-to-face meeting at the annual conference so long as arrangements are made to include committee members that were not able to attend the conference (e.g. teleconference).
- 6.4. If the Chair is not present during a meeting, another Committee member will be appointed as acting chair
- 6.5. The Board Director of Communications (Board liaison) shall be invited to attend each meeting

7. ANNUAL REPORT

- 7.1. The ComCom will submit its Annual Committee Report by the date determined by the Board of Directors ¹
- 7.2. The report will at a minimum include a summary of the previous year's activities and a business plan and budget for the upcoming year
- 7.3. The report will be circulated to all members of the committee for review prior to submission to the Secretariat
- 7.4. The report will be translated before it is posted on the Members' website as part of the Annual General Meeting documents

¹ Typically the committee reports are due in January, in order to allow time for translation and posting before the AGM.

Appendix A: Communications Committee Standing Tasks

In order to fulfill the roles and responsibilities described in these Terms of Reference, the Communications Committee maintains several standing tasks and groups/positions.

Translation Committee Liaison

Although not strictly a member of ComCom, one member of the CRPA Translation Committee will be assigned to a liaison position between these two committees. This liaison is able to provide short translations for ComCom activities (usually for the website) without having to make an official request. He or she should also periodically review the website to ensure that content is translated correctly. Note that the Committee is **NOT** responsible for acquiring translations of material to be published that was created outside of the ComCom.²

Bulletin Editorial Board (BEB)

The ComCom is responsible for general oversight of the BEB, although it otherwise functions as an independent entity under the direction of the Chief Editor. The terms of reference for the BEB form a part of the general terms of reference for the ComCom and are included as Appendix B. Bulletin updates shall be a standing item on any meeting agenda.

Public Enquiries

As the main point of contact for the association, all public enquiries are directed to the Secretariat. The Secretariat will in turn forward to the committee any questions from the public regarding the association or radiation protection issues to the Chair. The response from the committee will then be sent back to the Secretariat.

² Often in the course of translation, changes or edits are recommended for the original document. Experience has shown that these suggestions are best handled by the author of the document itself rather than the ComCom.

Appendix B: Bulletin Editorial Board (BEB) Terms of Reference

1. Membership

The Bulletin Editorial Board (BEB) will consist of the following members:

1.1. Chief Editor

The Chief Editor should be an individual with knowledge of a broad spectrum of radiation protection practices and/or radiological concerns. Their responsibilities include:

- Author a half-page editorial column for every other issue (alternate with the Deputy Editor)
- Suggest a theme for upcoming editions
- Solicit content from CRPA members and other sources
- Approve articles for publication
- Maintain general oversight and management of the editorial process
- Keep and increase the value of the Bulletin as a key CRPA communication and promotional tool by keeping the Bulletin fresh, vibrant and factual

The term for the Chief Editor shall be five years, which may be renewed by the CRPA Board after consulting other BEB members for approval.

1.2. Deputy Editor

The responsibilities of the Deputy Editor include:

- Author a half-page editorial column for every other issue (alternate with the Chief Editor)
- Replace the Chief Editor for specific functions when required
- Solicit content from CRPA members and other sources
- Approve articles for publication
- Keep and increase the value of the Bulletin as a key CRPA communication and promotional tool by keeping the Bulletin fresh, vibrant and factual
- Will be the first candidate to succeed to the Chief Editor

The term for the Deputy Editor shall be five years, which may be renewed by the CRPA Board after consulting other BEB members for approval.

1.3. Publication Editor

The CRPA engages a Publication Editor who is responsible for editing *Bulletin* articles, preparing the layout of the publication and distribution to the membership and others on

the distribution list. The contract between the CRPA and the Production Editor will follow standard CRPA procedures.

1.4. Scientific Advisors

Scientific Advisors are individuals that possess in-depth knowledge and professional contacts in specific fields of health physics. They may be appointed by the Chief Editor and Deputy Editor as needed, based on their interest and willingness to contribute to the *Bulletin*. Their function is primarily to perform technical editing of articles within their area of expertise.

2. Meetings

The Chief/Deputy Editors and the Production Editor should plan regular teleconferences:

- Meetings should be based on production schedules provided by the publisher to provide enough time in advance for soliciting and receiving content from the members and scientific advisors

3. Publication Procedures

3.1. Frequency of publication

Official issues of the *Bulletin* are published [online](#) quarterly and made freely available to both CRPA members and the public. Every effort should be made to adhere to a regular frequency of publication taking into consideration budgeting and content for the publication. However, articles may be posted on the *Bulletin* website at any time. The intention of this is to encourage readers to check the website frequently for updates.

Once an article has been published, notification will be sent to the membership by the Publication Editor. Notification that a new issue has been published will also be posted on the CRPA social media pages.

3.2. Content Translations and Editing

Articles published as official CRPA contributions, including the Editors message, President's message or any articles submitted by the Board, shall be translated by the Translation Committee and published in both English and French. The Publication Editor will edit the article in the original language before it is sent for translation.

Final review of each issue is the responsibility of the Chief Editor in consultation with the Deputy Editor once the layout is complete by the publisher.

4. Submission Instructions

4.1. Submissions

Articles for the *Bulletin* are to be received by members of the BEB, communications committee or the Secretariat, who will forward them to the Chief/Deputy Editors and the Production Editor. Submissions should be preferably sent in Word or Google document format. Photos should be sent as separate files so they can be included separately in the layout process.

4.2. Article guidelines

The length of a submission should be around 500 words maximum. If longer articles are submitted, they may be broken up into several parts and published over more than one issue.

Each submission should also include the following information:

- If needed, a short abstract summarizing the article
- Although the articles are published in the language in which they are received, abstracts are translated and published in both English and French
- A short biography (~50 words) and a photo of the person submitting the article.

4.3. Deadlines

The public deadlines for submitting an article for a particular issue is one month before the scheduled publication.

4.4. Article content

The *Bulletin* publishes a wide range of articles or other information of interest to the radiation protection community. Some examples of the types of articles that are published are:

- Summaries of conferences, meetings or workshops
- National updates (e.g. information from Health Canada, CNSC, etc.)
- International updates (e.g. ICRP or IRPA updates, or news from other national associations)
- Regulatory information
- Technical papers of interest to the community (note that the *Bulletin* is not a peer-reviewed journal)
- Notice of upcoming meetings/conferences or webinars
- Notices of public consultation of documents

- Book reviews
- Historical information or trivia

A list of standing items, regular contributors and article status etc. will be shared with ComCom at every meeting.

5. Advertising

CRPA Corporate Members are to be given a discount for advertising in the *Bulletin*. Advertising rates will be set by the Production Editor. Invoices for advertising are sent by the Production Editor on behalf of the CRPA with instructions to remit payment directly to the Association. The current advertising rate card can be found on the [Bulletin webpage](#).

6. Distribution

The *Bulletin* is distributed to all online subscribers and the CRPA membership. Distribution is done by the Publisher who will also upload the latest issue of the *Bulletin* on the [Bulletin website](#).

Appendix C: CRPA Website Update Procedures

Purpose

This procedure outlines the general roles and responsibilities of those involved in updating the CRPA website; specifically the Secretariat and the Webmaster. It is not meant to be a prescriptive document but rather should serve as general guidance. These procedures apply primarily to the main CRPA website (Wordpress) and the members-only site (Wild Apricot); responsibility for the other sites is discussed further down.

Responsibilities of the Webmaster

In general, the Webmaster shall be responsible for areas of the website relating to build and design and any content integration or transfer in the case of a website redevelopment.

Responsibilities of the Secretariat

In general, the Secretariat shall be responsible for areas of the website that relate to CRPA business. For example:

- Any changes or updates that are required for any of the online forms, fees, deadlines, etc. (for example, RSP registration information, membership fees)
- Ensuring the Corporate Member list is kept up to date
- Uploading photos or files
- Making edits or updates to website text or formatting

As these types of issues are related to CRPA business and may have a direct impact on our member services and finances, they should be addressed immediately. In the event that there are several competing website changes required at the same time, the Secretariat will have final say on the priority of these changes.

Responsibilities of the Bulletin Publisher

The Bulletin Publisher will upload the latest issue of the *Bulletin* on the Bulletin website.

Communicating change requests to the Webmaster

Any website update requests can be sent to the Secretariat. Requesting new pages or adding new functionality will be forwarded to the Webmaster based on budgetary allowance. Any non-urgent requests for changes or updates to the website shall be compiled and sent to the Secretariat. It is preferable to compile changes at a monthly frequency. This restriction does not apply to issues that should be addressed immediately, such as broken links or issues with the online forms.

The Secretariat will send the request to the Webmaster where major web site changes are needed (addition of new pages or content, etc.), otherwise the Secretariat will address the changes at the earliest convenience.

Conference Website

Editor access to the conference site will be granted to the Webmaster and the Secretariat as well as one member of the LOC for a given year. The Webmaster will instruct the LOC member on how to make simple web edits. The Secretariat and/or LOC member will share responsibility for keeping the website up to date. As is the case for the main website, a request to the Webmaster should be sent for any complex changes. Extra charges will be incurred if additional work exceeds the monthly maintenance plan.

Business Directory

All CRPA Corporate Members are to be listed in the CRPA Business Directory. The Secretariat will ensure that the Business Directory is kept up to date. Corporate Members are also listed in the electronic version of the Bulletin and the Secretariat will inform the publisher of any updates to be made.

Financial Issues

Any request for website changes which may incur extra fees must have the approval of the Board before proceeding. This request will be made through the Director of Communications.

Revision History

Revision	Revision Date	Revisor
Revision 1	August 31 2023	Dave Niven
Revision 2	April 14 2026	Tanya Vlaskalin