1. **NAME OF COMMITTEE**

   International Liaison Committee

2. **MEMBERSHIP**

   - All Committee members must be members in good standing of the Canadian Radiation Protection Association.
   - The Committee shall consist of a Chairperson and at least 2 members. Members must preferably have experience with international activities in radiation protection.
   - The Director of External Affairs will be a member of the Committee and will be the liaison to the Board.
   - The term of all Committee members, including the Chairperson, shall be three years.
   - Committee members may serve up to *three* consecutive terms.
   - The Chairperson may serve up to an additional *three* consecutive terms in that capacity.
   - Membership replacement should be on a rotating basis to ensure Committee continuity.
   - 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.
   - The Chairperson shall be appointment by the President of CRPA.
   - Committee members are appointed by the Chairperson with approval of the CRPA Board of Directors.
   - Any member of CRPA may volunteer or recommend another member for committee membership.

3. **ROLE OF THE COMMITTEE**

   - Maintain or create active, bi-directional, liaison with foreign and international organisations with similar goals or objectives to the CRPA.
   - Promote CRPA internationally.

4. **RESPONSIBILITIES**

   - Keep CRPA membership informed of international activities in the field of radiation protection, including the release of relevant documents.
• Maintain or create active liaison with foreign and international organizations with similar goals or objectives to the CRPA.
• Answer general requests relating to international radiation protection.
• With the assistance of the secretary and the Secretariat, ensure CRPA membership has the opportunity to comment on documents from key international organisations.
• Inform, promote and/or nominate CRPA members to international RP organizations seeking volunteers for available positions.

5. SCHEDULE OF MEETINGS

• The business of the Committee can be conducted by email, phone, fax or face-to-face meetings when a majority of the membership is located in the same vicinity.
• Formal face-to-face meetings are not mandatory.
• Members of the Committee attending the Annual Conference are expected to plan a face-to-face meeting. If the Chairperson is not present, another Committee member will be appointed as co-ordinator.

6. DOCUMENT REVIEW AND REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>May 2004 (AGM)</td>
<td>Creation of committee</td>
<td>President</td>
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<tr>
<td>June 2005</td>
<td>Finalize terms of reference</td>
<td>Chair</td>
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<tr>
<td>June 2005</td>
<td>Approval of terms of reference by Board</td>
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<tr>
<td>September 2007</td>
<td>Terms of reference reviewed</td>
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<tr>
<td>January 2015</td>
<td>Terms of reference reviewed</td>
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