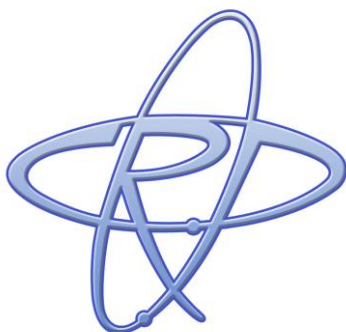


Canadian Radiation Protection Association

Position Statements Committee Terms of Reference

July 24, 2015



Canadian Radiation Protection Association
Association canadienne de radioprotection
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Committee Terms of Reference

1. NAME OF COMMITTEE

Position Statements Committee

2. MEMBERSHIP

- All Committee members must be members in good standing of the Canadian Radiation Protection Association.
- The Committee shall consist of a Chair, who shall be the immediate Past-President of the Association. All former Presidents are invited and encouraged to be members of the Committee, although there is no requirement that limits membership solely to former Presidents.
- The term for all Committee members, including the Chair, is indefinite as long as the individual is a member in good standing of CRPA and as long as the individual wishes to remain a Committee member.

3. ROLE OF THE COMMITTEE

The role of the Position Statements Committee is to:

- Establish formal CRPA positions on relevant radiation protection issues.
- Provide feedback that reflects the position of the CRPA to proposals by regulatory bodies, standards groups or other appropriate organizations.

4. RESPONSIBILITIES

- The Board of Directors may request a submission by the Position Statements Committee on a particular topic. At the same time, committee members are expected to be aware of items of interest to the radiation protection community and present any topics that they feel would be appropriate for comment to the Board.
- All documents drafted by the committee are to be presented for ratification by the Board of Directors before they are published.
- Should the committee members lack the expertise to comment on a particular topic, they are expected to seek out the appropriate individuals amongst the CRPA. In cases where CRPA does not have Subject Matter Expertise from within the organization it should not seek to comment or draft Position Statements on issues beyond its member's expertise. The final position statement must reflect the opinion of the Association.
- The committee must submit an annual report for presentation at the Annual General meeting. This should include a summary of any statements published during the

previous year, an inventory of all position statements that are considered current, and suggestions for future position statements.

5. SCHEDULE OF MEETINGS

- The business of the Committee is generally conducted by email, phone, or other agreed methods.
- Due to the geographical separation of the members, formal meetings of the Committee are not considered mandatory. Members of the Committee attending the Annual General Conference are expected to plan a face-to-face meeting. If the Chair is not present, another Committee member will be appointed as co-ordinator for the meeting.
- The Board of Directors liaison should be invited to any committee meetings.