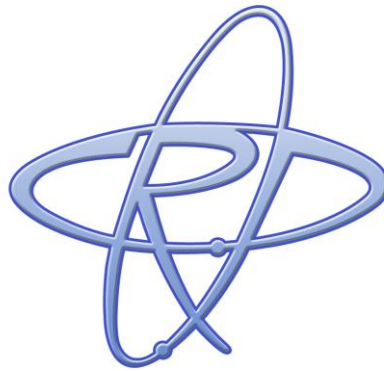


Canadian Radiation Protection Association

Finance Committee Terms of Reference

July 2016



Canadian Radiation Protection Association

CRPA-ACRP Secretariat

E-mail: secretariat@crpa-acrp.ca

Web site: www.crpa-acrp.org

Terms of Reference

Name of Committee: CRPA Finance Committee

1. Membership

- All Committee members must be Canadian Radiation Protection Association (CRPA) members in good standing
- Committee members are appointed by the Board of Directors (hereafter referred to as BoD) on the recommendations of existing Committee members
- The Committee shall consist of a Chair and membership that reflects the association membership sectors and geographic areas of the country (whenever possible)
- The term for all Committee members, including the Chair, shall be three years
- Committee members, including the Chair, may serve consecutive terms.
- Selection of the Chair will be by the Committee and approved by the BoD
- Membership replacement should be on a rotating basis as much as possible
- Term expiry/renewal dates are June 1 of the appropriate calendar year, regardless of the appointment date
- The CRPA Treasurer is appointed as “ex-officio” member of the Committee
- The Committee Chair will provide regular reports to the BoD and committee members as required

2. Role and Responsibilities of the Committee

The role and responsibilities of the committee are to make recommendations to the BoD on CRPA financial issues as determined by the BoD/Committee. Examples may include, but are not be limited to revenue generation and expense reduction in order to contribute to the financial success of the Association. Such revenue generation will include an active approach to relevant members, corporate members, institutions and others to provide regular annual financial support to the Association. The Committee reports to the BoD liaison, an elected Director who is appointed liaison by the CRPA president.

3. Schedule of Meetings

- Committee business is generally conducted by phone, fax, e-mail, mail or other agreed means
- Committee members attending the annual conference are expected to plan and conduct a face-to-face meeting

4. Committee Timetable

The schedule to submit reports is based on the tentative meeting dates for the BoD. Submissions may be requested before this date if BoD meetings change. It is the responsibility of the Committee Chair and the BoD liaison to establish deadlines.