

TERMS OF REFERENCE
AUGUST 2017

REPORTING RELATIONSHIP

1. The committee is a standing committee of the Canadian Organization of Medical Physicists (COMP).
2. The Chair of the committee reports to the COMP Board via the COMP Education Committee (EC).
3. The Chair will present a written report to the COMP Board prior to each in-person meeting of the Board.

PURPOSE

The COMP Student Council (SC) will serve as a forum, in which student members of COMP can raise and discuss issues of interest to them, which can then be brought to the attention of the greater COMP membership.

RESPONSIBILITIES AND DUTIES

1. Assist COMP in attracting and retaining student members.
2. Help develop high quality educational resources and training activities that will promote the highest standards of practice within the medical physics field.
3. Bring issues of importance to student members to the attention of COMP through the EC.
4. Provide student input to the EC on relevant issues relating to the undergraduate and graduate training of Medical Physicists by Canadian institutions.
5. Promote and coordinate activities that are of value to COMP student members (e.g. the student meeting at the COMP Annual Scientific Meeting, the COMP Student Exchange Program).
6. Report to the EC on all SC activities.
7. Work with the EC to develop an annual budget request to meet the needs of the SC.
8. Maintain and improve the Terms of Reference document on an ongoing basis.
9. Appoint sub-committees or ad-hoc task forces as required.

MEMBERSHIP

The SC should be composed of:

1. a Chair who shall:
 - a. Act as the official representative of the COMP student membership.

- b. Sit on, and report to the Education Committee.
 - c. Be responsible for calling regularly-spaced council meetings and preparing meeting agendas in advance.
 - d. Work with the EC Chair to set-up and run the election (including announcing the election, as well as creating, distributing, receiving and counting the ballots) for a new Vice-Chair and to appoint the Vice-Chair their successor.
 - e. Fulfill all responsibilities outlined for members-at-large.
 - f. The time commitment varies throughout the year, and can be from one to ten hours a month. The chair will often take the lead on writing or editing articles for InterActions pertaining to student activities. The chair manages projects (e.g., funding opportunities, student events, membership polls) that the student council is working on, and is in charge of delegating tasks related to these projects.
2. a Vice-Chair who shall:
 - a. Share the responsibilities of the Chair and assume the duties of the Chair when the Chair is unavailable.
 - b. Learn all that is necessary to make a smooth transition when appointed to the position of Chair.
 - c. Fulfill all responsibilities outlined for members-at-large.
 - d. The time commitment is similar to that of the chair.
3. a Secretary who shall:
 - a. Be appointed annually by the Chair and Vice-Chair.
 - b. Record and distribute minutes after each SC meeting.
 - c. Keep a record of meeting attendance.
 - d. Fulfill all responsibilities outlined for members-at-large.
 - e. The basic time commitment is the same as for a member-at-large. The additional time commitment for the Secretary, is usually 1-2 hours per month (in addition to the time spent participating in SC meetings) finalizing the meeting minutes following the meeting.
4. a Media and Communications Officer or Sub-Committee
 - a. Be appointed annually by the Chair and Vice-Chair.
 - b. Liaise between SC and the COMP Communications committee.
 - c. Post to and maintain the SC Social Media accounts (Facebook, Twitter, etc.).
 - d. Fulfill all responsibilities outlined for members-at-large.
 - e. The basic time commitment is the same as for a member-at-large. The additional time commitment of the Media and Communications Officer is determined by the number of posts on social media required, and attendance to at least one COMP Communications committee meetings per year.
5. Members-at-large who shall:
 - a. Attend SC meetings.