

**REPORTING RELATIONSHIP**

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

**PURPOSE**

To address professional issues of women in medical physics in Canada and to explore equity, diversity and inclusivity in the Canadian medical physics community.

**RESPONSIBILITIES AND DUTIES**

1. Help COMP develop professional training activities, workshops and tools that will address needs identified by CWC and that are in line with COMP's strategic plan;
2. Encourage, promote and increase the visibility of women medical physicists in Canada as role models and leaders;
3. Report to the PAC on all of the Committee's activities;
4. The committee may appoint sub-committees or ad-hoc task forces as required.

**MEMBERSHIP**

The Committee will be composed of:

1. a Chair who is appointed by the COMP Board for a term of 3 years, non-renewable;
2. the COMP Board President ex officio;
3. the COMP Executive Director ex officio;
4. the COMP Secretary ex officio;
5. a Professional Affairs Committee representative;
6. a student representative;
7. up to 5 additional members representing the diversity of COMP members;
8. As required, guests who, at the call of the Chair, are co-opted to attend specific meetings to deal with specific issues or projects.

## **MEETINGS**

1. The committee should meet a minimum of two times a year.
2. A quorum of voting members consists of the committee chair and at least four other members.
3. The co-chair can deputize in a meeting and thus provide quorum if the chair is unavailable and authorizes that action.
4. Summary minutes of meetings will be taken and all decisions shall be recorded.
5. The committee should function as far as possible by consensus; otherwise, a majority decision will be respected. The chair shall have the deciding vote in the case of a tie. Recommendations to the COMP Professional Affairs Committee may also include a minority opinion.

Committee members will be invited to serve a term of 3 years on the committee and may serve a maximum of two consecutive terms. A Committee member who has completed two terms, may re-join the committee after a one-year period. Note: In special circumstances, the Committee Chair may deem that the committee will be best served by the continued participation of a member who has completed two terms. In these circumstances, the Committee Chair may choose to invite the member to continue on the committee.

## **BUDGET**

The Chair will submit an annual budget to the Chair of the Professional Affairs Committee.