

TERMS OF REFERENCE
JUNE 2015

REPORTING RELATIONSHIP

1. The Professional Affairs Committee (PAC) is a standing committee of the Canadian Organization of Medical Physicists (COMP).
2. The Chair of the committee is a member of and reports to the COMP Board.
3. The chair will present a written report to the COMP Board prior to the Annual General Meeting of COMP.

PURPOSE

The PAC advises the COMP Board on issues of professional concern to Medical Physicists in Canada including but not limited to:

- a. Remuneration,
- b. Status,
- c. Working conditions,
- d. Inter-professional relations,
- e. Standards, and
- f. Maintenance of professional data and statistics with particular responsibility for conducting the annual national Professional Survey.

RESPONSIBILITIES AND DUTIES

1. Manage regular reporting requirements such as the professional survey.
2. Survey status of professional affairs in each province.
3. Advise the COMP Board on how to respond, or respond on behalf of COMP, to requests from industry, provincial health ministries, Health Canada, and other organizations.
4. Perform other tasks as assigned by the COMP board.

MEMBERSHIP

The Professional Affairs Committee should be composed of:

1. a chair who is approved by the COMP Board for a term of three years;
2. the COMP Board president (ex-officio)
3. Executive Director of COMP (ex-officio).
4. At least three and no more than eleven other members:

5. all of whom are COMP members in good standing,
6. who are, as far as is possible, selected to be collectively representative of the membership demographics, and
7. who, when possible, can be representatives of provincial medical physics professional associations.
8. guests who, at the call of the chair, are co-opted to attend specific meetings to deal with specific issues or projects.

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.

MEETINGS

1. The committee should meet a minimum of two times a year, either by teleconference or in person.
2. A quorum consists of the committee chair and at least three other members.
3. Summary minutes of meetings will be taken and all decisions shall be recorded.
4. 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 Board may also include a minority opinion.

BUDGET

An annual budget for the committee will be prepared and submitted to the COMP Treasurer.