

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 is a member of the COMP Board.
3. The chair will present a written report to the COMP Board prior to each in-person Board meeting and the Annual General Meeting of COMP.

PURPOSE

The Committee will:

1. promote and support medical physics education, training and professional development for those within the profession.

RESPONSIBILITIES AND DUTIES

1. To coordinate and organize the work of COMP in respect to education and training and to monitor performance against agreed objectives and targets in the strategic plan;
2. To report regularly to the COMP Board, including a biannual report and presentation of recommendations and an annual budget for approval;
3. To oversee and provide support for any educational offerings, including the Winter School;
4. To assess the need for, oversee, and provide support for the Winter School and other educational offerings organized by COMP from time to time;
5. To advise the COMP Board on matters pertaining to CAMPEP, and provide to the COMP Board a list of nominees for the CAMPEP Board;
6. To oversee and provide support for the Students' Committee;
7. To oversee and provide support for the Residents' Committee;
8. To oversee and provide support for the Residency Program Directors' Committee;
9. To provide financial support for regional medical physics educational offerings in Canada brought forward by COMP members;
10. To ensure that education offerings developed by COMP are accredited.

MEMBERSHIP

The Committee is composed of:

1. a chair who is approved by the COMP Board for a term of three years;

2. the COMP Board Vice-President;
3. the Chair or co-Chairs of the Student Sub-Committee;
4. the Chair of the Residents' Sub-Committee;
5. the Chair of the Residency Program Directors' Sub-Committee;
6. the Chair of the Winter School;
7. the CAMPEP representative;
8. other members as required.

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.

MEETING

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.