



HISTORY SUBCOMMITTEE

TERMS OF REFERENCE **FEBRUARY 2018**

REPORTING RELATIONSHIP

1. The committee is a standing committee of the Canadian Organization of Medical Physicists (COMP) and a subcommittee of the Communications Committee.
2. The Chair of the committee reports to the Chair of the Communications Committee.
3. The Chair will be part of the Communications Committee on an “as needed” basis.

PURPOSE

The Committee is responsible for recommendations related to:

1. appropriate historic information for the website.
2. appropriate historic content for the Annual Scientific Meetings (ASM).
3. appropriate historic content for InterACTIONS.

RESPONSIBILITIES AND DUTIES

1. Collation of appropriate materials relevant for the COMP website.
2. Recommendations for relevant historical content for ASMs.
3. Recommendations for historic information for InterACTIONS.

MEMBERSHIP

The Committee should be composed of:

1. A chair who is appointed by the Chair of the Communications Committee and approved by the President of COMP for a term of two years; Committee members may volunteer for a second two-year term. After the completion of two two-year terms, committee members will be required to take a 12 month break from the committee before being eligible to serve an additional two-year term;
2. Committee members are recruited by the Chair and approved by the Chair of the Communications Committee. There should be an appropriate mix of physicists primarily with a depth of experience related to the history of COMP and its members.
3. Guests may be invited to address 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 two other members.
3. Informal meeting notes will be kept.
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.
5. The committee will report to the Chair of the Communications Committee on an as needed basis.

BUDGET

An annual budget for the committee will be prepared and submitted to the Chair of the Communications Committee.