

**TERMS OF REFERENCE  
SEPTEMBER 2018**

**REPORTING RELATIONSHIP**

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

**PURPOSE**

The Committee will serve as COMP's authority on issues related to quality assurance and radiation safety in Canadian radiation treatment programs.

**RESPONSIBILITIES AND DUTIES**

1. To develop and maintain technical quality control guidelines for use by the Canadian medical physics community.
2. To review and comment on existing and proposed regulations in the area of radiation safety on behalf of COMP.
3. To advise COMP on matters relating to quality assurance, radiation safety, and associated training.
4. The committee may appoint sub-committees or ad-hoc task forces as required.

**MEMBERSHIP**

The Committee should be composed of:

1. a Chair who is appointed by the COMP Board for a term of three years;
2. the COMP Board president ex officio;
3. the COMP Executive Director ex officio;
4. the COMP Secretary ex officio;
5. at least three and no more than twelve other members that are:
  - a. COMP members in good standing;
  - b. selected to be representative of the membership demographics;
  - c. representative of several regions or provinces of Canada, including chairs of regional partner committees, such as the Comité d'assurance qualité et de radioprotection, as appropriate.

6. 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 (3) of the 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**

The Chair will submit an annual budget to the COMP Treasurer.