

**TERMS OF REFERENCE**  
**JANUARY 2023**

**REPORTING RELATIONSHIP**

The committee is a standing sub-committee of the Professional Affairs Committee (PAC) of the Canadian Organization of Medical Physicists (COMP).

The Spokesperson(s) of the sub-committee reports to the PAC.

**PURPOSE**

To identify, address, and monitor issues facing women and other equity-deserving individuals working in or studying medical physics in Canada, and to continuously transform the profession and COMP into one in which inclusivity, diversity, equity, and accessibility (IDEA) are integrated in order to engage the full potential of all members.

**RESPONSIBILITIES AND DUTIES**

1. Address and educate on issues dealing with inclusivity, diversity, equity, and accessibility (IDEA) within the medical physics community and profession.
2. Encourage, promote, and increase the visibility of women and marginalized medical physicists in Canada as role models and leaders.
3. Advocate for timely delivery of COMP-endorsed statements on emerging issues around IDEA.
4. Review the ongoing projects at least once a year, and update the TOR as needed.
5. Help COMP develop professional training activities, workshops, and tools that will address needs identified by CWC-IDEA and that are in line with COMP's strategic plan.
6. Provide recommendations on incorporating IDEA topics into all aspects of professional activities.
7. Appoint, as required, ad-hoc project groups to address specific and time-limited issues.
8. Develop and provide a welcoming environment within the sub-committee in order to explore and learn IDEA concepts.
9. Report to the PAC on all the Committee's activities.

**MEMBERSHIP**

The Committee should be composed of:

- Up to two Spokesperson(s) who are appointed by the membership.
- A Professional Affairs Committee representative.
- A student representative.
- Additional members representing the full diversity of COMP members.
- As required, guests who, at the approval of the members, are invited 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.

Members of COMP who express interest may join the Committee at any time, and the Committee may recruit voluntary membership as required. Membership is open to all COMP members in good standing (regardless of member category).

### **EQUITY, DIVERSITY AND INCLUSIVITY**

This committee recognizes that both its membership and activities should reflect COMP's diverse membership. As such, it is committed to increasing participation from equity-denied groups in its membership.

The Committee Spokesperson(s) are responsible for ensuring that committee membership and practices comply with this goal. To this end,

1. The committee will annually review the membership of the committee and on any appointment to the committee, consider the impact the appointment will have on the membership of the committee as a reflection of the COMP membership.
2. Inclusiveness will guide discussions, so that multiple perspectives are sought on issues, ensuring that decisions reached reflect the entire COMP membership and lead to more equitable solutions.

### **MEETINGS**

1. The Committee shall meet with meetings scheduled to accommodate members with various availability by varying meeting time and day.
2. A quorum consists of least one Spokesperson and least four other members.
3. If the Spokesperson(s) is unavailable, they can authorize a deputization of a member for a meeting and thus provide quorum.
4. Summary minutes of meetings will be taken, and all decisions shall be recorded and available to the membership.
5. The Committee will always pursue consensus, and all decisions should be shared with the membership for discussion. Decisions not receiving a consensus will be re-visited at the next meeting. Any non-consensus majority decision must be justified through an opinion statement that includes explicit acknowledgement of the minority concerns.

### **BUDGET**

An annual budget for the committee will be prepared by the Spokesperson(s) and submitted to the Chair of the Professional Affairs Committee.