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by 2025-2026 Co-Chairs Cloé Giguère & Jade Fischer.

#### **REPORTING RELATIONSHIP**

1. The committee is a standing committee of the Canadian Organization of Medical Physicists (COMP).
2. The Chairs of the committee report to the COMP Board via the COMP Education Committee (EC).
3. The Co-chairs will present a written report to the COMP Board via the COMP Education Committee prior to Board meeting.

#### **PURPOSE**

The COMP Student Council (SC) will serve as a forum, in which student members of COMP can raise and discuss issues of interest to them, which can then be brought to the attention of the greater COMP membership. The COMP Student Council will act to develop programming and initiatives that aim to strengthen the community, advance skills and share knowledge of student members.

#### **RESPONSIBILITIES AND DUTIES**

1. Assist COMP in attracting and retaining student members.
2. Help develop high quality educational resources and training activities that will promote the highest standards of practice within the medical physics field.
3. Bring issues of importance to student members to the attention of COMP through the EC.
4. Provide student input to the EC on relevant issues relating to the undergraduate and graduate training of Medical Physicists by Canadian institutions.
5. Promote and coordinate activities that are of value to COMP student members (e.g. the student meeting at the COMP Annual Scientific Meeting and various virtual seminars).
6. Report to the EC on all SC activities.
7. Work with the EC to develop an annual budget request to meet the needs of the SC.
8. Maintain and improve the Terms of Reference document on an ongoing basis.
9. Appoint sub-committees or ad-hoc task forces as required.

## MEMBERSHIP

The SC should be composed of:

1. Two Co-Chairs who shall:
  - a. Act as the official representatives of the COMP student membership.
  - b. At least one Co-chair will sit on, and report to the Education Committee.
  - c. At least one Co-chair will serve as a representative of the Student Council on the Annual Scientific Meeting Organizing Committee
  - d. Be responsible for calling regularly-spaced council meetings and preparing meeting agendas in advance.
  - e. Fulfill all responsibilities outlined for members-at-large.
2. a Vice-Chair who shall:
  - a. Assist the Co-Chairs in their duties and, if needed, temporarily fulfill their role(s) should either Co-Chair be unavailable.
  - b. Learn all that is necessary to make a smooth transition when appointed to the position of Chair.
  - c. Fulfill all responsibilities outlined for members-at-large.
3. a Secretary who shall:
  - a. Be appointed annually by the Co-Chairs
  - b. Record and distribute minutes after each SC meeting.
  - c. Keep a record of meeting attendance.
  - d. Fulfill all responsibilities outlined for members-at-large.
4. a Media and Communications Officer or Sub-Committee who shall:
  - a. Be appointed annually by the Co-Chairs
  - b. Liaise between SC and the COMP Communications committee.
  - c. Post to and maintain the SC Social Media accounts (Facebook, Twitter, etc.).
5. Members-at-large who shall:
  - a. Attend SC meetings.
  - b. Assist with SC initiatives, projects, and events as assigned by the Chair
  - c. Vote and make decisions on behalf of all student members of COMP at SC meetings.
  - d. Make recommendations on behalf of all student members of COMP to the EC.
  - e. Maintain their status as student members of COMP through the timely payment of student membership fees.
  - f. Respect the goals and objectives of the SC as they are specified in the TOR document.

6. Guests who, at the call of the Chair, are co-opted to attend specific meetings to deal with specific issues or projects.

### Qualifications for SC Membership

In order to qualify for membership on the COMP SC, the person in question must be:

1. A current student member of COMP. Membership can be obtained by paying membership fees to the COMP head office. For more information, visit the COMP website: <http://comp-ocpm.ca/>.
2. Must be enrolled at a Canadian institution
3. Be reasonably expected to maintain membership eligibility for a minimum of two years

### Appointment to the SC

The SC will announce and advertise open positions when available. Qualified COMP members interested in serving on the SC can apply for the position. All new members are required to serve as a member-at-large for a minimum of one year before serving in an executive role (Chair or Vice-Chair). The membership shall be comprised of 10 members and there should be reasonable consideration to ensuring diverse representation (geographic, language, identity etc.).

### Removal from the SC

A member of the SC will lose their appointment if:

1. They submit a letter of resignation to the current SC Chair.
2. They are no longer a student member in-good-standing of COMP.
3. They fail to attend three (3) consecutive SC meetings without proper explanation.

### Election of the Vice-Chair and Co-Chair

1. The election to appoint the Vice-Chair and incoming Co-Chairs of the SC for the upcoming year will take place annually by vote of the COMP SC members.
  - a. Nominees for the SC Vice-Chair are required to be members of the COMP Student Council for at least one year prior to the date of election and must commit to a two-year term that will include the transition to Co-Chair
  - b. Nominees for the SC Co-Chair are required to be members of the COMP Student Council for at least two years prior to the date of election.
  - c. In the event that there are no members eligible for one or two of the Co-Chair positions, the current and/or incoming Co-Chairs can determine the course of action.
2. The nomination period will run for one (1) month prior to the election
3. COMP SC members will be notified of the nomination period through an announcement during a SC meeting and via email.
4. Interested and qualified COMP SC members must submit a summary of their short running platform to the current Co-Chairs before the end of the nomination period.

These documents will then be made available for COMP SC members to read prior to the election.

5. The current Vice-Chair will be appointed to the position of Co-Chair and the current Co-Chairs will become members-at-large of the SC.

### SC Responsibilities and Privileges at the COMP ASM

1. Responsible for assisting at the registration desk and with other tasks required by the COMP board.
2. At a minimum, the SC will organize and host the Student night out event and the Young Professional Workshop event.
3. The cost of attending the COMP ASM by the Co-Chairs of the SC will be reimbursed by COMP.

### **MEETINGS**

#### Student Council Meetings

1. The SC should meet a minimum of once per month.
2. SC meetings will most often occur in the form of a teleconference, and will be called by the Co-Chairs.
3. Reasonable effort must be made to accommodate the schedules of all current SC members. This may include, but is not limited to, the use of online scheduling resources.
4. The agenda for SC meetings will be set by the Co-Chairs. SC members-at-large may request specific topics to be included in the agenda ahead of the meeting.
5. All student members of COMP are entitled to attend SC meetings upon request. The knowledge of this option must be made publicly available.
6. Only appointed SC members will be entitled to move, second, and vote on motions at the SC meeting.
7. SC meetings shall be run in agreement with Robert's Rules of Order except in the case where they are inconsistent with the TOR document.
8. The SC should function as much as possible by consensus; otherwise, a majority decision will be respected. The Co-Chairs shall have the deciding vote in the case of a tie. Recommendations to the COMP Board may also include a minority opinion.
9. Summary minutes of meetings will be taken and all decisions shall be recorded by the COMP SC Secretary or by an SC member appointed at the beginning of the meeting. The minutes must be available to all SC members through a filesharing system or must be shared in a timely manner immediately following the meeting.
10. Attendance will be recorded for the purpose of establishing SC membership eligibility.

## **EQUITY, DIVERSITY AND INCLUSIVITY**

This committee recognizes that both its membership and activities should reflect COMP's diverse membership. The committee is committed to increasing participation from under-represented groups and ensuring that all activities are accessible and inclusive.

The committee will promote a culture that is respectful, inclusive, and welcoming to all members of the COMP community. The committee Co-Chairs are responsible for ensuring that committee membership, practices, and annual initiatives comply with this policy.

- a. Initiatives: The committee is committed to ensuring that its activities are welcoming, inclusive, and reasonably accessible to all COMP members. Where feasible, the committee will seek to reduce barriers to participation by offering accessible formats and platforms—for example, sharing recorded content, providing materials in accessible formats, or hosting virtual or low-cost involvement opportunities.
- b. Recruitment and membership: The committee is committed to ensuring diversity in identity, region, background, etc. in its annual membership, as well as in invited speakers and panelists for its annual initiatives. The impact of new appointments on diversity and representation will be considered.
- c. Annual review and assessment: The Co-Chairs will conduct an annual review of committee membership and initiative participants, including invited speakers and panelists, to ensure diversity in identity, region, and background. This annual review will guide committee decisions in the following year, and corrections may be applied if needed to further integrate EDI principles.

## **BUDGET**

The Chair will submit an annual budget to the treasurer of COMP.