

# Association of University Radiation Protection Officers

## Executive Committee

### Terms of Reference

#### Title

The Committee shall be called the AURPO Executive Committee.

#### Composition

The Committee shall consist of a Chairman, Secretary, Treasurer, the Scientific and Technical Committee Chairman and not less than four and no more than six other eligible members. Eligible members are Full, Associate, Retired or Honorary Life Members of the Association, with the restriction that there are no more than two Associate or Retired Associate members of the Committee at any one time. The Committee chairman will normally be the President of the Association, and the Committee secretary will normally be the Secretary of the Association.

The newsletter editor and a representative of the local organising team for the next annual conference shall be in attendance ex-officio. As such, these persons can contribute to the Executive meetings but are not able to vote at the meetings.

#### Period of Office

Committee members are normally expected to serve on the Committee for a period of three years.

Eligible members may apply to join the Committee at any time. The application should indicate areas of experience which would benefit the work of the Committee. An applicant considered suitable by the existing members of the Committee will be invited to join when the next vacancy comes available, subject to ratification at the Annual General Meeting of the Association.

If there are no suitable applicants when a vacancy comes available, an existing committee member may be invited to extend their membership for another three year period by majority will of the other committee members, subject to ratification at the Annual General Meeting of the Association. If vacancies still exist, the Chairman may approach individual members, whom the Committee feel have the necessary experience, and invite them to join the Committee. Again, this is subject to ratification at the Annual General Meeting of the Association.

#### Remit

The Committee is responsible for the direction and management of the Association. In particular, the Committee is tasked with the following:

1. To ensure the interests of the AURPO membership are represented at a national and international level, including representation for appropriate professional organisations and meetings;
2. To take responsibility for ensuring that the Association contributes, through consultation feedback, to the development of relevant legislation and guidance in accordance with the interests of the membership;
3. To direct the work of the Scientific and Technical Committee of the Association, and of any Working Groups convened under the Constitution;
4. To ensure a members' newsletter is produced on behalf of the Association;
5. To manage the financial affairs of the Association;
6. To manage and administer membership matters; and
7. To ensure a website is maintained for the Association which provides current information, guidance and news to members.

#### Meetings

The Committee will normally meet four times per annum. Additional meetings may be called by the President.

A quorum for the meetings will be four members.

In the absence of a chairman or secretary, a pre-determined deputy from the existing members will assume the responsibilities of the relevant office for that meeting and for immediate actions which fall on them. If the nominated deputy is not present a deputy shall be chosen from the Committee members present at the meeting.

### **Reporting**

The Committee will report to the Annual General Meeting of the Association, and to other general and extraordinary meetings as directed by the President. Separate reports will be provided by the Chairman, Secretary, Treasurer, STC Chairman, Newsletter Editor and nominated representatives on other Standing Committees.

The Secretary to the Committee will produce and circulate draft minutes of Committee meetings within two weeks of the meeting. Circulation will be to all members of the Committee.

### **Conduct of Business**

Business will normally progress by majority of those members attending the meeting of the Committee. If the Committee cannot reach a majority, the Chairman's vote will be decisive.

For tasks within the remit of the Committee requiring specialist input which cannot be provided by existing Committee members, individual AURPO members, or others, may be co-opted to attend a Committee meeting for the specific purpose of assisting with that task.