

## **CINP Scientific Working Group (SWG) Terms of Reference**

### NAME OF THE SCIENTIFIC WORKING GROUP

Nuclear Astrophysics

### SCOPE, MISSION AND GOALS OF THE SCIENTIFIC WORKING GROUP

The Nuclear Astrophysics Scientific Working Group provides a forum for all Canadian scientists working on aspects of nuclear physics related to astrophysical scenarios.

The main aims of the working group are:

- to facilitate communication and collaboration within the community by organizing workshops and topical sessions at conferences,
- to foster interactions with closely related scientific communities such as astronomy and astrophysics,
- to initiate and coordinate planning for theoretical and experimental initiatives in nuclear astrophysics,
- to coordinate public outreach actions to enhance the visibility of the community,
- to disseminate research results to the public and students, and
- to assist in the recruitment of graduate students and new faculty in the field.

### MEMBERSHIP

Any Faculty or Associate Member of the Institute is eligible for membership in the SWG.

### OFFICERS

1. The SWG shall have a Chair, who will be responsible for the SWG membership under the general direction of the CINP Board of Directors. The SWG shall also ensure that any necessary secretarial duties are performed by its members.

2. Selection of Chair.

The SWG Chair shall be elected by its members by secret ballot, or an Acting Chair appointed by the Board until an election can be held. Each member of the SWG shall be entitled to cast one vote. The CINP Executive Director shall receive and count the ballots and shall be responsible for reporting the outcome of the election.

3. Length of Term.

The term of office for the SWG Chair shall normally be five years from the date of the annual meeting of the Individual Members. The rationale for this term length is that it coincides with the mandatory 5 year review of the SWG by the Board (below). The appointment will normally begin in the year prior to the formation of the Subatomic Physics Long Range Plan. A Chair may hold only one additional consecutive term unless otherwise approved by the CINP Board of Directors.

#### 4. SWG Chair Duties.

- Be the main point-of-contact for the SWG membership.
- Help facilitate the CINF scientific program, for example by contributing material to or suggesting authors for the CINF website and newsletter, and helping organize workshops.
- Help write the CINF Brief for input to the NSERC Subatomic Physics Long Range Plan, and to provide input on other CINF activities, such as the annual presentation at NSERC Large Projects Day and the AGM.
- Act as an advisor to the CINF Executive Director on related scientific issues.
- Work together with the CINF Executive Director and other SWG Chairs on issues related to funding, long-range planning, and outreach.
- Encourage people to join CINF, and to participate in the SWG.

#### REPORTS

When requested, the SWG shall submit a work-plan, annual report, and a budget for the forthcoming fiscal year to the Board of Directors. Both the work-plan and the annual report shall include descriptions of the ongoing and anticipated activities and projects of the SWG. These updates will normally be presented to the general CINF membership at the annual meeting of the Individual Members.

#### REVIEW

In accordance with the CINF general bylaws, a review of the activities and progress of the SWG shall be conducted from time to time but at least once every 5 years by the Board of Directors. This review is to ensure that the SWG remains relevant to the affairs of the Institute, and that no urgent issue related to the mission of the Institute has been neglected. The SWG will assist and co-operate fully with the Board on this review.

Approved by the CINF Board July 21, 2014