



**Application deadline Oct. 22, 2016**

## **CFMS Representative to the National Electives and Interviews Databases**

### **Description of the Position**

The CFMS is seeking three (3) additional representatives for its working group on the National Electives and Interviews databases. The CFMS maintains these databases to serve the needs of our members as they arise when choosing electives and looking at tips for CaRMS interviews.

Over the past few years, there has been rising interest in updating and refreshing these databases to keep up with changes in electives and interviews across Canada.

The successful applicants will be joining a pre-existing team to work with the VP Student Affairs to present a new set of databases. The goal would be to update the interview database by January 2017, and to work on the electives database for April of 2017.

### **The CFMS Nominations Committee will be looking for:**

- Prior experience in political and/or student representation
- A genuine interest in best serving the needs of peer medical students
- Novel and useful ideas for improving the current databases
- A strong work ethic and self-driven attitude to complete this project on a tight timeline
- Demonstrated success working on large-scale projects
- Experience working with, and managing databases is a definite asset
- Commitment to the following duties, as appropriate: preparation and attendance of teleconferences, review of background papers and policy statements of the CFMS, and preparing progress updates for the CFMS

Please note that this position requires excellence in working independently and concurrently to be a part of a broader CFMS team. The selected candidates will take initiative and stay abreast of ongoing work taking place with other members of the team.

### **Position Details**

Term: One year

Meetings: Brief teleconferences once per month + additional meetings with the Databases working group as needed

Contact for further information: Han Yan, CFMS VP Student Affairs  
(vpstudentaffairs@cfms.org)

**General Criteria**

1. CFMS Member in 2016-2017
2. Qualifications specific to the demands of the position
3. Ability to recognize and adequately represent the position of all Canadian medical students, most notably the position democratically determined by the board and representatives of the CFMS
4. Ability to fulfill the necessary obligations of the position
5. Willingness to complete reports to be broadcast to all Canadian medical students
6. Willingness to follow through with all the demands of the position until a replacement is sought