

CALL FOR NOMINATIONS: BOARD POSITIONS

SPRING GENERAL MEETING • 2019 • NIAGARA FALLS, ON

ABOUT THE CFMS

For over forty years the Canadian Federation of Medical Students (CFMS) has been the national voice that represents over 8,000 medical students at fifteen medical schools across Canada.

Our three-fold mandate seeks:

1. To communicate national medical education issues of importance to medical students and facilitate communication and **connect** medical students among member schools.
2. To provide services that **support** the needs of member medical students.
3. To support medical students by **representing** their voices among the national organizations that direct or influence the policy environment or delivery of medical education in Canada. It also represents medical students in organizations with broad health care mandates.

The following board positions are available for election for the 2019-2020 academic year:

- President
- Director of Education
- Director of Student Affairs
- Director of Global Health
- Director of Government Affairs and Advocacy
- Vice-President Communications
- Vice-President Finance

NOMINATION PROCESS

Interested individuals **must** complete [this online form](#) **by Thursday, April 11, 2019 at 18h00** if running for CFMS President and **Friday, April 12, 2019 at 19h00** if running for a vice-president or portfolio director position. Nominations will close strictly at this time. Unsuccessful presidential candidates are eligible to run for a vice-president or portfolio director position.

Note the form requires an interested individual submit their name, email address, a photo, as well as brief biography/letter of intent (no more than 250 words). If a nominee so chooses, they may also append a condensed CV (no more than 2 pages).

ELECTIONS PROCESS

The elections will take place at the CFMS Spring General Meeting (SGM) in Niagara Falls, ON which runs from April 12-13th, 2019. Presidential elections will be held on the afternoon of Friday, April 12, 2019 with the elections for the vice-president and portfolio director positions to occur the morning of Saturday, April 13, 2019. Candidates may apply for more than one position at a time. Votes will be cast

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by medical student society representatives and members of the Federation's Board of Directors, as detailed in the [CFMS By-laws](#).

Immediately upon the close of nominations, the General Assembly will have access to the nominees' letters of intent (and CV if it was so provided).

Candidates for CFMS president will be expected to deliver a short speech of no more than five (5) minutes to the voters, whereas candidates for the vice-president and portfolio director positions will be expected to deliver three (3) minute speeches. Speeches may be delivered either in person or by proxy. Please note that video or webcast speeches are not permitted. A ten (10)-minute question period will follow presidential speeches and a three (3)-minute question period for vice-president and portfolio director positions. Should a candidate be absent from the meeting, they will be voice-called into the meeting to field questions. *Designated time constraints must be respected.*

You must notify pastpresident@cfms.org by April 5, 2019 if you wish to deliver a speech by proxy.

TERM DETAILS


Newly elected board directors will commence their roles at the conclusion of the CFMS AGM 2019. Each position is for a one-year term. Please note as per [the resolution passed at SGM 2018](#), the 2 vice-presidents, as well as portfolio directors will have –elect successors elected at SGM 2020.

Any student member of the CFMS, over the age of 18 years, at any school may run. While previous experience with the workings of the CFMS is strongly encouraged, it is not required.

Please refer to the executive reports and the bylaws for further information on each position. A brief description of each position can also be found below. For questions, please contact CFMS Past-President and Chief Returning Officer, Henry Annan at pastpresident@cfms.org.

Please consult the attached document for descriptions of the available positions. I sincerely encourage you to consider applying for these positions. This is an excellent opportunity to get involved, make a difference, and be an integral part of an effective and reputable student organization.

Sincerely,



Henry Annan, MD

Past-President, Board Chair & Chief Returning Officer,
Canadian Federation of Medical Students

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AVAILABLE POSITIONS

CFMS President (One-year term)

The President is responsible for setting the strategic direction of the CFMS. Presidents should have detailed knowledge of all policy and activities of the organization. In addition to setting the priorities of the organization, the President acts as the primary contact on important issues for students and external organizations. The President works directly with organizations such as the Canadian Residency Matching Service (CaRMS), the Association of Faculties of Medicine of Canada (AFMC), the Federation of Medical Regulatory Authorities of Canada (FMRAC) and the Canadian Medical Forum (CMF). The President attends many external meetings, such as the Canadian Medical Association (CMA) Annual Health Summit, as the representative of Canadian medical students and will often travel an average of two weekends a month for the duration of the one-year term. The President will often be asked to present at different meetings and speak with media about issues affecting medical students.

The President is also heavily involved in all activities of the Board and works with other Board members to ensure that the priorities of the organization are met. Time on email (internal and external) can exceed 2 hours per day during busy periods. Agendas and planning for CFMS General meetings also fall under this position. Presidential responsibilities also include liaising with the office staff person on a daily basis and ensuring that the infrastructure of the organization is in good order.

The position of President is a one-year post, elected by the General Assembly at the Spring General Meeting. Following the end of their term, the President assumes the official role of Past-President where they serve as chair of the CFMS Board, chair of the CFMS Governance Committee and will be the CFMS nominee to the CMA Board of Directors.

For more information, please contact Captain Stephanie Smith at president@cfms.org.

Director of Education (One-year term)

The Director of Education (Dir. Ed) role has developed significantly since the adoption of the CFMS 2014-2017 Strategic Plan. Its roles can be divided into three inter-related responsibilities all centered on the advancement of student and patient interests in the area of medical education.

Connecting: The Dir. Ed connects local medical student education leaders (typically medical student society VPs Education or VPs Academic) through an online community called the CFMS Education List (EdList). This developing community is charged with sharing best practices and bridging our member schools on matters related to medical education.

Supporting: Finally, the Dir. Ed, through leadership of the CFMS Education Committee (EdCom) coordinates a series of projects aimed at supporting our medical students. Current projects include the AFMC Student Portal, the Medical Student Performance Record review, participation in Canadian

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medical school accreditation, medical education advocacy efforts, inter-professional education, global health education and the CFMS Transition to Residency/Match Book Guide.

Representing: The Dir. Ed represents all Canadian medical students to various national medical organizations including various committees of the Association of Faculties of Medicine of Canada (AFMC), the Canadian Resident Matching Service (CaRMS), the Medical Council of Canada (MCC) and the Royal College of Physicians and Surgeons of Canada (RCPSC). The Dir. Ed may also represent students on various working groups and task forces established internally by the CFMS or externally by our partners for short-term medical education projects.

For more information, please contact Maylynn Ding at education@cfms.org.

Director of Student Affairs (One-year term)

The Director of Student Affairs (Dir. SA) takes responsibility for overseeing the CFMS Student Wellness portfolio and for coordinating the CFMS member benefits and services. This position requires a great deal of organization and communication with the National Officer of Wellness, National Officer of Services, Wellness Representatives, and Local Representatives, as well as with various external partners. The Dir. SA helps to oversee the projects of the National Wellness Officer and Wellness Committee, participates in Wellness Committee meetings, and serves as a coordinator and representative for other CFMS wellness projects and activities. The Dir. SA also serves as the CFMS representative on the AFMC Student Affairs committee and the Resident Doctors of Canada Resiliency Curriculum Working Group.

Other major responsibilities of the role include developing and maintaining partnerships that will provide services and benefits to student members, administering and overseeing internally created member services, promoting member benefits, and working with the VP Finance on sponsorship relationships and benefits, including the oversight of the CFMS Leadership Awards. The Dir. SA will also be expected to play an integral role in the development and maintenance of web-based services.

For more information, please contact Victor Do at studentaffairs@cfms.org.

Director of Global Health (One-year term)

The Director Global Health (Dir. GH) is responsible for coordinating the CFMS Global Health Program. The Dir. GH takes the lead in forming and maintaining dynamic partnerships with Canadian and international organizations with respect to global health, international development, and public health. The Dir. GH works in partnership with the international program of the FMÉQ (IFMSA-Quebec) to implement programs that intersect the mandate of the CFMS Global Health Program and the strategic direction and initiatives of International Federation of Medical Students (IFMSA). The Dir. GH serves

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as the President of the Canadian delegation to the IFMSA and attends at least two international meetings (locations TBD) per year in this capacity. The Dir. GH directly oversees seven National Officers, with portfolios diverse as indigenous health, reproductive health, partnerships, human rights and peace and global health education.

For more information, please contact Michelle Quaye at globalhealth@cfms.org.

Director of Government Affairs & Advocacy (One-year term)

The Director Government Affairs & Advocacy (Dir. GA) has a variety of duties related to leading and coordinating the CFMS's local, provincial, and national advocacy efforts. More specifically, the Dir. GA, in collaboration with the National Officer of Political Advocacy, leads the organization of the CFMS annual Day of Action in Ottawa. In conjunction with the National Officer of Health Policy, the Dir. GA leads the Committee on Health Policy in a regular review of existing policy documents and the creation of new documents.

The Dir. GA is responsible for encouraging and facilitating local advocacy efforts at member schools. From time to time, the Dir. GA will also represent the CFMS to various external committees and organizations as deemed necessary by the President.

For more information, please contact Yipeng Ge at govtaffairs@cfms.org.

Vice-President Communications (One-year term)

The Vice-President (VP) Communications is responsible for internal and external communication, including strategy and policy, the website, and the publications of the CFMS. The VP Communications actively moderates the representative email listserv and other servers. They are responsible for maintaining regular contact with individual CFMS representatives and medical society presidents.

The VP Communications is responsible for some communication with external organizations and should be familiar with the exercise of writing a press release and circulating information in the media. The VP Communications works with the Annual Review Editor to produce the CFMS Annual Review.

The position involves close collaboration with the National Information Technology Officer and the website host. The VP Communications has overall responsibility for the web and social media presence of the CFMS, including ensuring that all content on the website is up-to-date and reflective of the overall CFMS communications strategy.

For more information, please contact Victoria Januszkiewicz at communications@cfms.org.

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Vice-President Finance (One-year term)

The Vice-President (VP) Finance has overall fiscal management responsibility for the CFMS and must have an intricate understanding of the breadth of activities of the CFMS in order to advise the Board and General Assembly on budgeting and work-planning. They are responsible for managing the CFMS bank accounts, investments, expenses, revenue, and payroll. The VP Finance must maintain at least weekly contact with the General Manager and President.

The VP Finance is responsible for long-term strategic planning together with the President. They actively work to broaden the financial resource base of the CFMS by seeking alternative sources of revenue through grants, advertising, donations and sponsorship. They are responsible for the development of policy relating to finances. The VP Finance is expected to have a detailed understanding of accounting principles and documentation. They should be comfortable using electronic booking software and spreadsheets.

For more information, please contact Odell Tan at finance@cfms.org.