

CANADIAN FEDERATION OF MEDICAL STUDENTS (CFMS) DELEGATION OF AUTHORITY POLICY

APPROVED BY THE CFMS GENERAL ASSEMBLY
ON

[DATE]



Prepared by:

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Definitions

1. In this document, unless the context otherwise requires:
 - 1.1. “Board” means the whole CFMS Board of Directors as defined by the CFMS By-laws.
 - 1.2. “CFMS General Assembly” refers to the collective group of voting members at any given CFMS general meeting.
 - 1.3. “Policy” means the Delegation of Authority Policy and its associated appendices.
 - 1.4. “CFMS Functional Groups” encompasses roundtables, committees, task forces, working groups, and the Governance Committee.
 - 1.4.1. The differences between CFMS Functional Groups are outlined in *Annex A - CFMS Functional Groups*.

Purpose

2. The Delegation of Authority Policy is a policy established by the CFMS General Assembly to:
 - 2.1. Set out matters specifically reserved for determination by the CFMS General Assembly and those matters specifically reserved for determination by the Board;
 - 2.2. Outline the responsibilities of the Board ensuring the compliance and review of this Policy;
 - 2.3. Outline the delegated authorities that, in the absence of a CFMS General Assembly or Board decision outlining otherwise:
 - The CFMS President retains; and
 - Members of the Board retain; and
 - The CFMS General Manager retains; and
 - CFMS National Officers retain; and
 - The Governance Committee retains; and
 - CFMS Functional Groups retain.

Policy Statement

3. Statutory Statement

3.1. Matters Reserved for the CFMS General Assembly

- 3.1.1. Notwithstanding matters specifically outlined in the CFMS By-laws, matters specifically reserved for the CFMS General Assembly include:

- 3.1.1.1. Election of Board Members; and
- 3.1.1.2. Adoption of CFMS Guiding Documents; and
- 3.1.1.3. Adoption of the CFMS Annual budget; and
- 3.1.1.4. Approval of any expenditures greater than \$5000.00 CAD; and
- 3.1.1.5. Establishment of new National Officer positions; and
- 3.1.1.6. Establishment of new CFMS roundtables or committees; and
- 3.1.1.7. Approval and ratification of the Terms of Reference for the Governance Committee; and
- 3.1.1.8. Upon the recommendation of the Governance Committee, ratification of the Terms of Reference for members of the Board.

3.2. Matters Reserved for the Board

3.2.1. Notwithstanding matters specifically reserved for the CFMS General Assembly, or otherwise outlined in the CFMS By-laws, matters specifically reserved for the Board include:

- 3.2.1.1. Approval of unbudgeted expenditures greater than \$500.00 CAD but not exceeding \$5000.00 CAD; and
- 3.2.1.2. Upon the recommendation of the Governance Committee, ratification of the Terms of Reference for National Officers under their respective portfolios, roundtables, and committees; and
- 3.2.1.3. Removal of a National Officer, roundtable member, or committee member; and
- 3.2.1.4. Any other matters that may arise that are not otherwise specifically reserved for the CFMS General Assembly or any other group of the CFMS.

3.3. Notwithstanding the full authority of the CFMS President over general supervision and direction of the CFMS and as the official spokesperson for the CFMS, the President is ultimately accountable to the General Assembly as a whole and, by extension, the Board and any decisions these bodies may make as a whole.

4. Delegation of Authority

- 4.1. The breakdown detailing the delegation of authority within the CFMS is outlined in *Annex B - List of Delegated Authorities*.
- 4.2. The CFMS General Assembly shall have the authority to withdraw any delegated authority via a majority vote at a CFMS general meeting.
- 4.3. Further delegation of authority already delegated (i.e. sub-delegation) is not permitted unless it is in accordance with the law and one of the following terms is satisfied:
 - 4.3.1. It has been explicitly outlined in this Policy; or
 - 4.3.2. It is requested of, and approved by, the CFMS Board.

5. Temporary Delegation of Authority

- 5.1. In the case involving the temporary absence of an individual holding permanent full authority, delegation of authority is permitted and must be approved by the CFMS Board if outside of the scope of this Policy.

Effective Date

6. The CFMS Delegation of Authority Policy shall be effective as of the date the Policy is approved by the CFMS General Assembly, unless another date is specified by the resolution of such approval.

Responsibilities

7. Exercise of Delegated Authority

- 7.1. Any authority delegated as described in this Policy must comply with all of the following:
 - 7.1.1. Authority shall be delegated to a position rather than an individual; and
 - 7.1.2. Authority shall be delegated to a position with sufficient detail and in accordance with the best interests of the CFMS.
- 7.2. Individuals delegating or with delegated authority must comply with all of the following:
 - 7.2.1. The superior delegating authority remains ultimately responsible for the end-product or for any given deadlines, as required by law; and
 - 7.2.2. An individual with a potential conflict of interest, real or perceived, shall immediately notify their direct superior as well as the CFMS Board; and
 - 7.2.3. If an individual believes that delegating certain authorities to them may result in detriment to the CFMS or contradicts the CFMS By-Laws, the individual shall immediately notify their direct superior as well as the CFMS Board.

8. Compliance

- 8.1. The Board shall ensure ongoing compliance with the Policy.
- 8.2. The Governance Committee shall be immediately notified of any violation of the Policy and shall recommend a resolution of the violation in-line with best governance practices.
- 8.3. In the event of a discrepancy between the Policy and other CFMS documents:
 - 8.3.1. The CFMS By-laws shall supersede the Policy; and
 - 8.3.2. The Policy shall supersede other CFMS documents.

9. Review

- 9.1. The Board shall review the contents of the Policy regularly.
- 9.2. The Governance Committee shall review the Policy one (1) year after approval and every two (2) years thereafter to ensure the Policy remains relevant and in-line with best governance practices. The Governance Committee shall recommend changes to the Policy to the Board.
 - 9.2.1.1. Discrepancies identified between the Policy and other documents or practices as outlined in Clauses 8.2 and 8.3 shall trigger a review of the superseded document within one (1) year of identification of the discrepancy; and
 - 9.2.1.2. Resolutions recommended by the Governance Committee as outlined in Clause 8.2 shall be proposed as a change to the Policy upon the next review of the Policy.

9.3.Changes to the Policy may only be made upon recommendation of the Governance Committee and with the approval of a majority of the CFMS General Assembly.

10.Procedure

10.1. None

11.Related Information

- 11.1. CFMS By-laws
- 11.2. CFMS Policy on Policies
- 11.3. CFMS Terms of Reference
- 11.4. CFMS Finance Policy

12.History

- 12.1. **Originally drafted August 2018**
 - 12.1.1. Approved: [PENDING APPROVAL]
 - 12.1.2. Effective: [PENDING APPROVAL]
 - 12.1.3. Next Scheduled Review: [PENDING APPROVAL]
- 12.2. **Reviewed [PENDING REVIEW DATE]**

Appendices

- 1. Annex A - CFMS Functional Groups
- 2. Annex B - List of Delegated Authorities

Annex A - CFMS Functional Groups

This Annex is intended to illustrate the differences between the various Functional Groups of the CFMS. In the case of any discrepancy between this Annex and the CFMS By-laws or any CFMS policies, the By-laws or policies shall prevail. This Annex shall prevail over any Terms of Reference.

According to the CFMS Human Resources and Operations Strategic Plan 2017-2022, the functional groups involving the general membership have the following definitions:

- **Roundtable:**
A representative body, with individuals from each school comprising its membership, that provides insight into varying portfolios and allows for broad consultation of the membership whom they represent.
- **Committee:**
A skills-based group of members responsible for organizational operations. Committees can form subcommittees or task forces at their discretion.
- **Task force:**
A time-limited group of 4-12 people, typically content experts, brought together to complete specific tasks and provide concrete outputs or products for the organization and its members.

The following definitions are intended for use within the Delegation of Authority Policy. In the case of any discrepancy between this Annex and the CFMS By-laws or current strategic plan, the By-laws or strategic plan shall prevail.

- **Working Group:**
A time-limited group of interested individuals brought together by the group Chair to complete a specific task or provide a recommendation to a larger body. A working group can be struck at any time by a Board Member, National Officer, or File Lead.
- **Governance Committee:**
A skill-based group with representation from the Board, Presidents Roundtable, CFMS Representatives Roundtable, and general membership, this committee is responsible for ensuring that new and revised policies and procedures are compliant with the CFMS' by-laws, strategic vision, mission and mandate.
- **File lead:**
A skill-based position selected via the Nominations and Selections process from the CFMS membership. This individual shall lead CFMS activities in a designated area and is directly accountable to their supervising Board Member or National Officer.

Table Legend:

BM = Board Member
GA = General Assembly
GM = General Meeting

NO = National Officer
RD = Regional Director
ToR = Terms of Reference

	Roundtable	Governance Committee	CFMS Committees	Task Force	Working Group
Time	Continuous (one-year membership)	Continuous (one-year membership)	Continuous (one-year membership)	Long-term (until work is complete)	Short-term (maximum 6 months)
Authority to create the group	By resolution of the GA	By resolution of the GA	By resolution of the GA	BM or NO of relevant portfolio	BM, NO, or file lead
Authority regarding ToR	Approve: Board Revise: Self	Approve: GA Revise: Self	Approve: Supervising BM Revise: Self	Approve: Supervising BM or NO Revise: Self	n/a
Member composition	Per the roundtable's ToR. Generally 1-2 individuals from each member school	Per the committee's ToR. Must be comprised of at least three Board members and three non-board members	Per the committee's ToR	Any CFMS members with generally 4-12 individuals	Any CFMS members with a maximum of 16 individuals
Application process	Appointed by their respective school	Per the committee's ToR	Recruited via a Nominations Committee Call, generally during Fall Call	Recruited via a Nominations Committee Call	Recruited by invitation of the Group Chair
Purpose	A permanent group with representatives from each school intended to provide a conduit for widespread consultation	Ensuring consistency and/or addressing concerns between the GA and the CFMS Board in terms of governance processes	A permanent group intended to support permanently ongoing work of the CFMS	A transient group intended to work on, and resolve, a small number of issues within a 12-month period	A transient group intended to recommend a solution facing the organization and/or complete and support urgent work for the Group Chair
Mandate	<ul style="list-style-type: none"> - Provide feedback on CFMS activities on a regular basis - Facilitate communication between schools and the CFMS 	<ul style="list-style-type: none"> - Develop and recommend to the Board and/or GA the By-laws and governance related policies - Provide expertise to the GA and Board 	<ul style="list-style-type: none"> - Support the ongoing operations of the CFMS on a continuous basis 	Complete the task(s) for which the Task Force was formed and provide a final report to be provided as an FYI to the Board	Complete the task(s) for which the Group was formed and provide a final report to be provided as an FYI to the Board

	on a regular basis	regarding Act requirements and operations aspect of GM			
Meeting frequency	At least once prior to each GM and Board meeting	At least once between GMs	At least once every 3 months	At least once every 3 months	As needed
Outcome	Deliver a report to the Board before each regularly-scheduled Board meeting	Deliver a report to the Board and GA twice annually	Deliver a report to the Board upon request	Deliver a report and/or recommendation to the Board upon request	Deliver a report and/or recommendation to the Board upon request

Annex B - List of Delegated Authorities

This Annex is intended to illustrate the powers retained by various representatives of the CFMS. This Annex is not all-inclusive; therefore, excluding power vested exclusively to the General Assembly per the CFMS By-laws, the Delegation of Authority Policy, or other CFMS policies, any other action not expressly outlined in this Annex must be approved by a majority vote of the Board of Directors.

In the case of any discrepancy between this Annex and the CFMS By-laws or any CFMS policies, the By-laws or policies shall prevail, in accordance with Section 8 of the CFMS Delegation of Authority Policy. This Annex shall prevail over any Terms of Reference.

Table Legend:

Blank boxes = No authority

GC = Governance Committee

NOIT = National Officer of Information
Technology

PP = Past-President

SIF = Strategic Initiatives Fund

SIG = Student Initiative Grants

VPC = VP of Communications

VPF = VP of Finance

	Authority Delegated to:				
BODY	CFMS President	CFMS Board Members	CFMS General Manager	CFMS National Officers	CFMS Committees, Roundtables, Task Forces, and Working Groups
FINANCIAL					
Operating expenditure (budgeted) *as per the CFMS Finance Policy	- Full authority	- Full authority	- Full authority	- Subject to approval by overseeing VP/Director	- SIF, SIGs, and projects are subject to processes outlined for relevant committee - For GC: Subject to approval by overseeing VP/Director
Operating expenditure (unbudgeted)	- Full authority for expenditures of ≤\$500 (CAD)	- Subject to Board approval for up to \$5000	- Full authority for expenditures of ≤\$500 (CAD)	- Subject to Board approval	

*as per the CFMS Finance Policy	- Subject to Board approval if ≥\$500 and <\$5000 (CAD)	(CAD) - No authority for costs >\$5000 (CAD)	- Subject to Board approval if ≥\$500 and <\$5000 (CAD)		
Approve and sign cheques	- Full authority	- For PP, VPC, and VPF: Full authority	- Full authority		
Request an audit	- Subject to Board approval	- Subject to Board approval	- Subject to Board approval		- For GC: Subject to Board approval
FUNCTIONAL					
Call a Board meeting	- Full authority	- For PP: Full authority - Subject to approval by two (2) Board members			
Chair a Board Meeting	- Full authority if delegated by PP	- Full authority if delegated by PP			
Call and/or Chair a roundtable, committee, task force, or working group meeting	- Full authority if they are a voting member or Chair of the roundtable, committee, task force, or working group	- Full authority if they are a voting member or Chair of the roundtable, committee, task force, or working group		- Full authority if they are a voting member or Chair of the roundtable, committee, task force, or working group	
Hiring external services or contractors	- Subject to Board approval	- Subject to Board approval	- Subject to Board approval		- For GC: Subject to Board approval
GOVERNANCE					
Create a task force or working group	- Full authority	- Full authority		- Full authority	
Approve terms of reference	- Subject to Board approval (may be delegated to GC)	- Subject to Board approval (may be delegated to GC)		- Reviewed by committee Chair and committee as first item of business each year, then the	- Reviewed by committee Chair and committee as first item of business each year, then the

				revised terms are sent to supervising the Board Director for approval and then board as FYI	revised terms are sent to supervising the Board Director for approval and then board as FYI - For GC: Full authority if delegated by the Board
REPRESENTATION					
Address general public on behalf of the CFMS	- Full authority	- Full authority when delegated by the President		- Full authority when delegated by overseeing VP/Director with approval from the President	
Publish changes to the CFMS website	- Full authority	- For VPC: Full authority - Full authority within their portfolio	- Full authority	- Full authority within their portfolio when delegated by overseeing VP/Director	- Subject to approval by overseeing VP/Director or NO if already delegated - For GC: Full authority if delegated by the Board
Publish on CFMS social media accounts	- Full authority	- For VPC: Full authority - Full authority within their portfolio			
Approve open letters and press releases	- Full authority	- Subject to Board approval			
Approve letters to external organizations	- Full authority	- Subject to Board approval		- Subject to Board approval	
Contact sponsors	- Full authority	- For VPF: Full authority - Full authority when delegated by the President	- Full authority		

Seek new sponsors	- Full authority	- For VPF: Full authority - Full authority when delegated by the President	- Full authority		
STAFF					
Hiring office staff			- Full authority (typically in consultation with President & PP)		
Replacing existing office staff positions			- Full authority (typically in consultation with President & PP)		
Terminating office staff contract			- Full authority (typically in consultation with President & PP)		
Remove a roundtable or committee member		- Subject to Board approval		- Subject to Board approval	
Remove a National Officer		- Subject to Board approval			
Adding a task force member		- Full authority if the task force falls within their portfolio		- Full authority if the task force falls within their portfolio	- Subject to approval by overseeing NO
Remove a task force member		- Full authority task force falls within their portfolio		- Subject to approval by overseeing VP/Director	