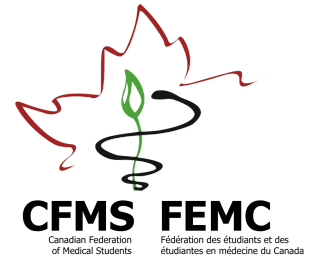


# CFMS DAY OF ACTION RESEARCH COMMITTEE

## TERMS OF REFERENCE



APPROVED BY THE CFMS BOARD OF DIRECTORS ON SEPTEMBER 8, 2019

Prepared by: Linda Lam, CFMS National Officer of Political Action (2018-2019)

Reviewed by: Yipeng Ge, CFMS Director of Government Affairs (2018-2019)

### Purpose:

1. The Day of Action Research Committee, hereafter referred to as the “Committee”, is a committee of the Canadian Federation of Medical Students (CFMS), a federally incorporated organization under the Canada Not-for-profit Corporations Act.
2. The purpose of the Committee is to:
  - 2.1. Research and propose topics to CFMS members to support the selection of the annual topic for the CFMS National Day of Action.
  - 2.2. Research and write supporting documents for the CFMS National Day of Action.
  - 2.3. Consult relevant stakeholders and community where appropriate in the development of the CFMS National Day of Action campaign.
  - 2.4. Consult medical learners where appropriate in the development of the CFMS National Day of Action campaign.
3. The Committee will be led by the CFMS National Officer of Political Action who will be directly responsible to the CFMS Director of Government Affairs as part of the CFMS Government Affairs Portfolio.
4. The Committee, through the chair, reports to the CFMS Board of Directors.

### Composition:

5. The Committee will be chaired by the CFMS National Officer of Political Action (NOPA), henceforth referred to as the “Chair”.
  - 5.1. The Committee will be vice-chaired by the CFMS Director of Government Affairs or the Government Affairs Attaché, hereafter referred to as the “Vice-Chair”.
  - 5.2. In the absence of the Chair, the Vice-Chair will take on the Chair’s duties.
6. The Committee membership will include a skills-based team of three or more non-Board CFMS members appointed by the Chair via the CFMS Nominations Committee process.
7. Quorum shall consist of a simple majority (50% + 1) of the voting Committee membership, provided that one of the members in attendance is the Chair or Vice-Chair.
8. Provided that quorum is met, decisions of the Committee shall be decided by a simple majority (50% + 1) vote of those in attendance. In the event of a tie, the Chair shall vote as tie-breaker.

### Responsibilities:

9. The Chair is specifically tasked with the following responsibilities:
  - 9.1. The Chair shall arrange and call each Committee meeting.

- 9.2. The Chair shall distribute an agenda to each Committee member before each meeting.
- 9.3. The Chair shall manage all Committee documentation including, but not limited to, agendas, minutes, and shared document folders.
10. The Committee is specifically tasked with the following responsibilities:
  - 10.1. The Committee shall research and write supporting documents with the purpose of proposing topics to CFMS members for selection of the CFMS National Day of Action topic.
  - 10.2. The Committee shall research and write supporting documents for the CFMS National Day of Action, including but not limited to: the backgrounder document, report back summary document, formal ask document.
  - 10.3. The Committee shall consult stakeholders and community members where appropriate in the development of the CFMS National Day of Action supporting documents and overall advocacy strategy.
  - 10.4. The Committee shall engage CFMS members where appropriate to assist with the consultation process and development of supporting documents.
  - 10.5. The Committee shall provide assistance in training medical student delegates on the Day of Action topic and formal asks at the CFMS National Day of Action training weekend.

**Deliverables:**

11. The Committee, through the Chair's Day of Action Update session, shall report to the CFMS Director of Government Affairs at their regularly-scheduled meetings (Fall, Winter, and Summer).
12. The Committee shall report to the CFMS membership as a whole at their regularly scheduled general meetings (Spring and Annual).

**Scope of Activities:**

13. Research and development of topic proposals for the CFMS National Day of Action.
  - 13.1. The Committee performs research, consult stakeholders, and engage medical learners where appropriate, to prepare a document proposing topics for the CFMS National Day of Action.
14. Research and development of a topic for the CFMS National Day of Action.
  - 14.1. The Committee performs research, consult stakeholders, and engage medical learners where appropriate, to prepare documents to support the CFMS National Day of Action.
15. The Committee shall not have the power or responsibility to execute actions of management for the Board of Directors. Certain additional powers may be explicitly delegated from time to time by the Board of Directors, as per the CFMS Delegation of Authority Policy.

**Meetings:**

16. At minimum, the Committee shall meet via teleconference monthly prior to the CFMS National Day of Action.

- 16.1. Meetings may be cancelled at the discretion of the Chair in consultation with Committee members.
- 16.2. Additional meetings may be scheduled at the discretion of the Chair in consultation with Committee members.
17. Committee members shall review any relevant meeting materials circulated prior to a meeting such that each member is able to participate in the discussion.
18. Only members of the CFMS Day of Action research committee may attend teleconferences or meetings.
- 18.1. Individuals who are not members of the CFMS Day of Action research committee may only attend teleconferences or meetings of the CFMS Day of action research committee at the discretion of the Chair and with the unanimous consent of the members of the committee.

**Minutes:**

19. The minutes of any Committee meeting shall be circulated prior to the subsequent meeting such that the Committee may approve or rectify the minutes at the aforementioned subsequent meeting.
  - 19.1. The minutes of any Committee meeting shall be made available to the CFMS Board of Directors upon request, regardless of approval status of the minutes.
  - 19.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request.
  - 19.3. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

**Communications:**

20. Between meetings, the Committee members may discuss committee activities through appropriate channels including, but not limited to, a Facebook Group and email. The Committee members should endeavor to keep the Chair updated on any new developments.

**Relationships to Other Groups:**

21. The Committee is cross appointed with the CFMS Government Affairs and Advocacy Portfolio.
22. The Committee, at the discretion and direction of the Chair, may form subcommittees to facilitate ongoing Committee work. Committee members may be cross-appointed to such subcommittees at the Chair's discretion.

**Related Policies and By-laws:**

23. The Committee shall abide by the Terms of Reference outlined in this document, along with the CFMS By-laws.

**Liability:**

24. Each member of the Committee shall act with sound judgement and take into consideration all information provided to the Committee, while using the same diligence and prudence as the reasonable person.

**Term:**

25. In the absence of a motion indicating otherwise, the Committee shall be assumed to be annually renewed by the CFMS Board of Directors.
26. Each individual member shall serve a term of approximately one year, concluding with the selection of the members of the subsequent Committee as outlined in Clause 7 of these Terms of Reference.

**Terms of References are subject to annual review by the CFMS Governance Committee prior to submission to the CFMS Board of Directors for adoption and publication.**