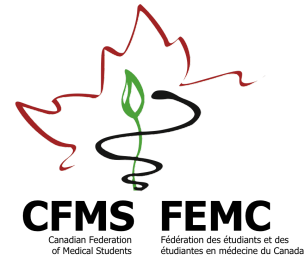


CFMS GLOBAL HEALTH PARTNERSHIPS COMMITTEE TERMS OF REFERENCE



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

Prepared by: Emily Fong, CFMS National Officer of Partnerships (2018-2019)

Purpose:

1. The Partnerships 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 this committee is to:
 - 2.1. Assist the CFMS National Officer of Partnerships (NOP) in disseminating opportunities from each of the International Federation of Medical Students’ Associations (IFMSA) subcommittees
 - 2.2. Support the NOP in finding ways to increase engagement and CFMS representation within the IFMSA
 - 2.3. Update the corresponding National Officer of the CFMS Global Health Portfolio on IFMSA opportunities
3. The Committee, through the Chair, reports to the CFMS Board of Directors.

Composition:

4. The CFMS Global Health Partnerships Committee will be chaired by the CFMS National Officer of Partnerships (NOP), henceforth referred to as the “Chair”.
 - 4.1. The Chair will be recruited through the Spring Nominations Committee process.
5. The CFMS Global Health Partnerships Committee membership will include Liaisons to the 4 Standing Committees within the International Federation of Medical Students’ Association (IFMSA) – Public Health, Human Rights and Peace, Medical Education, and Sexual and Reproductive Health, henceforth referred to as the “Liaisons”. The Liaisons will be selected from the general membership through the Fall Nominations Committee process.
6. 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 and that greater than 50% of the voting members present are not from the CFMS Board of Directors.
 - 6.1. Provided that quorum is met, two-thirds majority will be required for all decisions made by the Committee. In the event of a tie, the Chair shall vote as tie-breaker.
 - 6.2. In the event that quorum is not met based on the aforementioned conditions, a Committee member from the CFMS Board of Directors may decline their voting privileges for the session in order to meet quorum.

Responsibilities:

7. The Chair is specifically tasked with the following responsibilities:

- 7.1. The Chair shall arrange and call each Committee meeting.
- 7.2. The Chair shall manage all Committee documentation including, but not limited to, agendas, minutes, and shared document folders.
- 7.3. The Chair shall distribute these Terms of Reference to each committee member before the first Partnerships teleconference following the CFMS Annual General Meeting.
8. The Liaisons are specifically tasked with the following responsibilities:
 - 8.1. The Liaisons are responsible for sitting on their respective CFMS Global Health portfolio and communicating relevant IFMSA opportunities to students.
 - 8.2. The Liaisons are responsible for attending IFMSA online meetings and providing input that represent the views of CFMS members in such meetings.
 - 8.3. The Liaisons shall disseminate various communications from the IFMSA to their respective CFMS portfolio, including but not limited to:
 - 8.3.1. Upcoming webinars and education modules on skills training.
 - 8.3.2. Upcoming international conferences and internships.
 - 8.3.3. Description and dates on exchanges, camps, and meetings.

Deliverables:

9. The Liaisons, through the Chair's updates to the CFMS Director of Global Health, shall report to the CFMS Board of Directors at their regularly-scheduled meetings (Fall, Winter, and Summer).
10. The Committee shall report to the CFMS membership as a whole at their regularly-scheduled general meetings (Spring and Annual).
11. The Committee shall report to the CFMS Global Health Roundtable at the CFMS Annual General Meeting.

Scope of Activities:

12. Dissemination of CFMS Global Health Updates to Medical Student Societies
 - 12.1. The Chair sends out updates to subscribed CFMS members via the Global Health Newsletter. The Liaisons exist to communicate relevant IFMSA opportunities to the Chair and other CFMS members of that portfolio.
13. The Committee shall not act as a decision-making body of the CFMS.

Meetings:

14. At minimum, the CFMS Global Health Partnerships Committee shall meet via teleconference within one month of each regularly-scheduled CFMS Board of Directors meeting (Fall, Winter and Summer) and within one month prior to each CFMS General Meeting.
 - 14.1. Meetings may be cancelled at the discretion of the Chair in consultation with committee members.
 - 14.2. Additional meetings may be scheduled at the discretion of the Chair in consultation with committee members.
15. Only members of the Committee may attend Committee teleconferences or meetings.
 - 15.1. Individuals who are not members of the Committee may only attend Committee teleconferences or meetings at the discretion of the Chair.

Minutes:

16. 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.
 - 16.1. 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.
 - 16.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request
 - 16.3. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

Communications:

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

Relationships to Other Groups:

18. The Committee is cross appointed with the CFMS Global Health Portfolio.
19. 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:

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

Liability:

21. 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:

22. In the absence of a motion indicating otherwise, the Committee shall be assumed to be annually renewed by the CFMS Board of Directors.
23. 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 4 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.