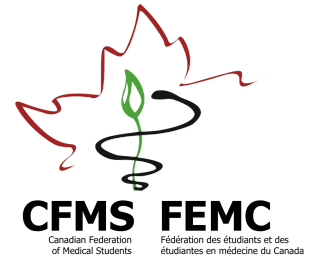


CFMS INDIGENOUS HEALTH COMMITTEE

TERMS OF REFERENCE



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

Prepared by: Henry Annan, CFMS Past-President (2018-2019)

Purpose:

1. The Indigenous Health 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. Create and implement local initiatives in global health, particularly as they pertain to Indigenous health education and advocacy.
 - 2.2. Participate and support the National Officer of Indigenous Health (NOIH) in national initiatives in global health, particularly as they pertain to indigenous health.
3. The Committee will be led by the CFMS NOIH who will be directly responsible to the CFMS Director of Global Health as part of the CFMS Global Health Portfolio.
4. The Committee, through the Chair, reports to the CFMS Board of Directors.

Composition:

5. The Committee will be chaired by the NOIH, henceforth referred to as the “Chair”.
 - 5.1. The Chair will be selected through the Spring Nominations Committee process.
6. The Committee membership will include CFMS Representative(s) (or equivalent) from each of the medical student societies represented by the CFMS.
 - 6.1. The members of the Committee are titled Local Officers of Indigenous Health (LOIHs)
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.
 - 7.1. 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:

8. The Chair is specifically tasked with the following responsibilities:
 - 8.1. The Chair shall arrange and call each Committee meeting.
 - 8.1.1. The Chair shall distribute an agenda to each Committee member before each meeting.
 - 8.2. The Chair shall manage all Committee documentation including, but not limited to, agendas, minutes, and shared document folders.
 - 8.2.1. Chair shall distribute these Terms of Reference to each committee member before the first Indigenous Health teleconference following the CFMS Annual General Meeting.

- 8.3. The Chair, in consultation with the CFMS Director of Global Health, shall administer and maintain the CFMS Indigenous Health email database.
9. The Committee is specifically tasked with the following responsibilities:
 - 9.1. The Committee shall disseminate various communications from the CFMS to their respective medical societies, including:
 - 9.1.1. Ongoing global health updates from the Chair
 - 9.1.2. Information regarding services and opportunities available to the CFMS general membership within the indigenous health program
 - 9.2. Support the global health program at their respective CFMS member schools in leading and implementing projects and initiatives that promote knowledge and awareness of indigenous health.
 - 9.2.1. Update the Chair and fellow LOIHs on activities pertaining to Indigenous Health occurring at each CFMS member school.
 - 9.3. Collaborate with the NOIH to organize and implement national education and advocacy projects in Indigenous Health.

Deliverables:

10. The Chair, 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).
11. The Committee shall report to the CFMS membership as a whole at their regularly-scheduled general meetings (Spring and Annual).
12. The Committee shall report to the CFMS Global Health Roundtable at the CFMS Annual General Meeting.

Scope of Activities:

13. Dissemination of CFMS Global Health Updates to Medical Student Societies
 - 13.1. The CFMS Global Health Program sends out updates to subscribed CFMS members via the CFMS Global Health Newsletter. Members of the Committee are expected to disseminate opportunities included in this newsletter to their respective Medical Student Societies. Furthermore, the Chair may also disseminate further updates not included in this newsletter, which are also expected to be disseminated by each LOIH.
14. Local Indigenous Health Initiatives
 - 14.1. The LOIH is a member of each CFMS member school's global health program. They are expected to organize and implement education and advocacy activities at their respective member schools and communities.
15. National Indigenous Health Initiatives
 - 15.1. The LOIH sits on the Committee and is expected to collaborate with other LOIHs and the Chair on various education and advocacy initiatives including, but not limited to:
 - 15.1.1. Collaborate with the Chair on the timely development of new CFMS policy papers related directly or indirectly to indigenous health as appropriate
16. 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:

17. At minimum, the Committee shall meet via teleconference four times per year.
 - 17.1. Meetings may be cancelled at the discretion of the Chair in consultation with roundtable members.
 - 17.2. Additional meetings may be scheduled at the discretion of the Chair in consultation with roundtable members.
18. Only members of the Committee may attend teleconferences or Committee meetings of the Committee.
 - 18.1. Individuals who are not members of the Committee may only attend teleconferences or meetings of the 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, Committee members may discuss committee activities through appropriate channels including, but not limited to, a Facebook Group and email. 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 Global Health 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 best 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 6 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.