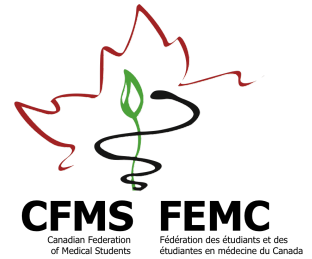


CFMS NATIONAL OFFICER OF EDUCATION (NOE) TERMS OF REFERENCE



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

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Background

The Canadian Federation of Medical Students (CFMS) is the representative voice of Canadian medical students to the national medical organizations, to the federal government, to the public, and to other external bodies. The CFMS represents over 8000 medical students at 15 Canadian medical schools from coast to coast. It is the mission of the CFMS to represent, support, and connect its members. The CFMS aims to communicate within its membership, as well as from its membership, to the world at large. As an ever-expanding organization, the CFMS continually strives to meet the consistent and changing needs of Canadian medical students.

Introduction

The CFMS recognizes the importance of supporting and advocating for the education and professional development of medical learners. Furthermore, the CFMS is committed to advancing medical education and improving student resources through national efforts and initiatives. In alignment with these values, the National Officer of Education (NOE) position assists the Director of Education (Dir. Ed) in overseeing some of the medical education activities that the CFMS undertakes each year for its members.

Term

1. The NOE is a one-year position. The NOE is recruited through the Spring Nominations Committee process granting a transition period until they assume office immediately following the Annual General Meeting of the same year.

Accountability

2. This position reports to the Dir. Ed.
3. Positions/committees that report to this position:
 - 3.1. CFMS Education Committee
 - 3.2. Task Forces, working groups, and sub-committees within the CFMS Education Committee framework

Responsibilities

4. Connect: The NOE will
 - 4.1. serve as chair of the CFMS Education Committee.
 - 4.2. be involved in and/or oversee task forces or working groups that are formed within the CFMS Education Committee.
 - 4.3. serve as vice-chair of the CFMS Academic Roundtable.

- 4.4. liaise directly with the Dir. Ed on an ongoing basis to advance the strategic direction of the Education Portfolio.
5. Support: The NOE will
 - 5.1. maintain effective communication with others within the Education portfolio.
 - 5.2. assist the Dir. Ed on other portfolio-related tasks to the Education portfolio.
 - 5.3. oversee recruitment and transition of CFMS Education Committee members.
 - 5.4. ensure adequate transition with the incoming NOE upon completion of their term.
6. Represent: The NOE will
 - 6.1. serve on external committees and attend meetings as delegated by the Dir. Ed.
 - 6.2. serve as a spokesperson for the CFMS on matters related to medical education as delegated by the Dir. Ed.

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.