

CFMS NATIONAL WELLNESS COMMITTEE

TERMS OF REFERENCE



APPROVED BY THE CFMS BOARD OF DIRECTORS ON JULY 21, 2019

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Purpose:

1. The National Wellness Committee (NWC), 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. Assist the CFMS Board of Directors in fulfilling its responsibilities as they pertain to medical student wellness.
 - 2.2. Promote student wellness through social media awareness, advocacy initiatives, wellness programs, and resiliency and personal development programs.
 - 2.3. Create and maintain resources which promote medical students' wellness.
3. The Committee, through the chair, reports to the CFMS Board of Directors.

Composition:

4. The Committee will be chaired by the CFMS National Officer of Wellness, hereafter referred to as the “Chair”.
5. The Committee will be vice-chaired by the CFMS Director of Student Affairs or the Student Affairs Attaché, hereafter referred to as the “Vice-Chair”.
 - 5.1. In the absence of the Chair, the Vice-Chair will take on the Chair’s duties.
6. The Committee membership will include a team of four or more individuals, designated to lead the following files, henceforth be referred to as “threads”: Advocacy, Awareness, Programming, and Resiliency and Personal Development. This team will be appointed 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.
 - 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. Policy
 - 8.1. Review the Terms of Reference of the Committee and recommend changes to the CFMS Governance Committee and CFMS Board of Directors on an annual basis.
 - 8.2. Review the organization’s policies and procedures that pertain to wellness and recommend changes to the CFMS Governance Committee and the CFMS Board of Directors.
9. Programming

- 9.1. In collaboration with the CFMS Wellness Roundtable, the committee will plan and facilitate the National Wellness Challenge.
- 9.2. Lead initiatives such as the Longitudinal Wellness Initiative to promote wellness throughout the school year.
- 9.3. Create other wellness initiatives as appropriate.
10. Advocacy
 - 10.1. Address and discuss issues surrounding student wellness advocacy.
 - 10.2. Review and carry out recommendations surrounding student wellness that arise from position papers and wellness discussions as appropriate.
11. Awareness
 - 11.1. Create wellness content to be shared on CFMS social media
 - 11.2. Support wellness campaigns that align with CFMS wellness principles
 - 11.3. Assist the other National Wellness Committee threads in sharing their work
12. Resiliency & Personal Development
 - 12.1. Develop and maintain resources and tools to enhance medical student resilience skills.
 - 12.2. Promote discussion platforms to address medical student wellness challenges with other students, residents or practicing physicians.
13. Other Projects
 - 13.1. Review and provide comments on wellness matters related to projects that fall outside the scope of these Terms of Reference, as decided on a case-by-case basis by the Committee or upon request of the CFMS Director of Student Affairs.

Deliverables:

14. The Committee, through the Director Student Affairs update, shall report to the CFMS Board of Directors at their regularly scheduled meetings (Fall, Winter, and Summer).
15. The Committee shall report to the CFMS membership as a whole at their regularly-scheduled general meetings (Spring and Annual).

Scope of Activities:

16. The Committee is empowered to engage external advisors where appropriate.
17. 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:

18. At minimum, the Committee shall meet via teleconference six times a year, with one meeting occurring every two months.
 - 18.1. The specific timing of these meetings is at the discretion of the Chair or Vice-Chair
 - 18.2. Additional meetings may be scheduled at the discretion of the Chair or Vice-Chair
 - 18.3. Committee members shall review any relevant meeting materials circulated prior to a meeting such that each member is able to participate in the discussion.
 - 18.4. The Chair will meet independently with each member of the Committee as needed
19. Only members of the Committee may attend Committee teleconferences or meetings.

- 19.1. Individuals who are not members of the Committee may only attend Committee teleconferences or meetings at the discretion of the Chair.

Minutes:

20. 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.
 - 20.1. 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.
 - 20.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request.
 - 20.3. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

Communications:

21. Between meetings, Committee members may discuss Committee activities through appropriate channels, including, but not limited to, e-mail. Committee members should endeavor to keep the Chair updated on any new developments.

Relationship to Other Groups:

22. The Committee is cross-appointed within the CFMS Student Affairs portfolio.
23. The Committee works closely with the CFMS Wellness Roundtable to facilitate wellness outreach to schools across Canada
24. 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:

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

Liability:

26. 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 a reasonably prudent person.

Term:

27. In the absence of a motion indicating otherwise, the Committee shall be assumed to be annually renewed by the CFMS Board of Directors.
28. 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.