

CFMS PAST-PRESIDENT 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 Past-President is a non-voting member of the CFMS Board of Directors and assumes the role of Chair of the CFMS Board as well as the Chair of the CFMS Governance Committee. Having served as CFMS president for a year, the Past-President is responsible for guiding and supporting the CFMS President in their role. In addition, the Past-President serves to provide important institutional memory and knowledge of the CFMS By-laws. Finally, the CFMS Past-President serves as Parliamentarian at CFMS General Meetings and Chief Returning Officer for CFMS Elections. As much as is possible, the CFMS Past-President refrains from speaking on behalf of the CFMS to the general public.

Term

1. The position of Past-President is a one-year position. The Past-President assumes their role upon inauguration of the CFMS President at the Annual General Meeting (AGM) and serves in this capacity until immediately after the AGM the next year.

Accountability

2. This position reports to the General Assembly.
3. Positions/committees that report to this position:
 - 3.1. CFMS President
 - 3.2. CFMS Governance Committee

Responsibilities

4. Connect: The Past-President will
 - 4.1. serve as CFMS Board Chair.
 - 4.2. serve as CFMS Governance Committee Chair.
 - 4.3. set the agenda for CFMS Board Meetings.

- 4.4. contribute to agenda-setting for CFMS General Meetings in collaboration with the CFMS President.
 - 4.5. appoint the CFMS Board Vice-Chair.
 - 4.6. nominates the CFMS Governance Committee Vice-Chair.
 - 4.7. compile a post-report after all external meetings that highlights all pertinent information.
 - 4.8. serve as Parliamentarian at all CFMS Board and General Meetings.
 - 4.9. facilitate CFMS Board Elections and serve as Chief Returning Officer.
5. Support: The Past-President will
- 5.1. provide support, guidance, and institutional memory to the Federation.
 - 5.2. support the CFMS President in discharging their duties.
 - 5.3. provide assistance, where necessary, to CFMS portfolio initiatives.
 - 5.4. ensure adequate transition of the CFMS President into the Office of CFMS Past-President.
6. Represent: The Past-President will
- 6.1. be the CFMS nominee to the Canadian Medical Association Board of Directors
 - 6.2. represent the CFMS members on a select few national stakeholder committees, task forces and working groups as delegated by the CFMS President.
 - 6.3. serve as a signing authority for the Federation.

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.