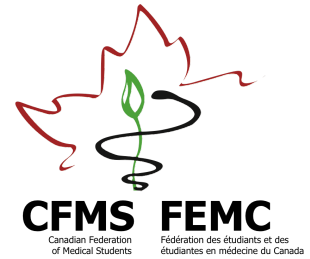


# CFMS WELLNESS ROUNDTABLE

## TERMS OF REFERENCE



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

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### **Purpose:**

1. The Wellness Roundtable (WRT), is a roundtable 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 WRT is to:
  - 2.1. Act as a permanent group with representatives from each school intended to provide a conduit for widespread consultation.
  - 2.2. Facilitate communication and collaboration between the member schools and the CFMS Board of Directors on matters relating to the CFMS Student Affairs portfolio.
  - 2.3. Identify, advise on, and address emerging student wellness priorities for the CFMS on a regular basis.
3. The WRT is accountable to the CFMS membership through wellness representatives and to the CFMS Board of Directors through the Chair of the WRT.

### **Composition:**

4. The CFMS WRT will be chaired by the CFMS Student Affairs Attaché, henceforth referred to as the “Chair”.
  - 4.1. The Chair will be selected by the CFMS President following the CFMS Annual General Meeting.
5. The CFMS WRT membership will include CFMS Wellness Representative(s) (or equivalent) from each of the medical student societies represented by the CFMS.
  - 5.1. Each CFMS member school shall have one vote at CFMS WRT meetings regardless of the number of representatives in attendance at the meeting.
6. The CFMS President, CFMS Director of Student Affairs and the Chair shall serve as ex officio non-voting members of the CFMS WRT.
7. Quorum shall consist of a simple majority (50% + 1) of the voting Roundtable membership, provided that one of the members in attendance is the Chair.
  - 7.1. Provided that quorum is met, decisions of the Roundtable 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 manage all CFMS WRT documentation including, but not limited to, agendas, minutes, and shared document folders.
  - 8.1.1. The Chair shall open the agenda for WRT members to add items at least ten (10) days prior to the WRT meetings, and shall be finalized no later than 48 hours before a WRT meeting.
  - 8.1.2. The Chair shall distribute no later than five (5) days before a WRT Meeting all pre-meeting materials.
  - 8.1.3. The Chair shall distribute these Terms of Reference to each roundtable member before the first CFMS WRT teleconference following the CFMS Annual General Meeting, as well as to each new roundtable member upon their joining of the CFMS WRT.
- 8.2. The Chair shall manage WRT meetings to ensure that it fulfills its requirement to be a consultative body for the CFMS.
- 8.3. The Chair, in consultation with the CFMS Vice President of Communications and the CFMS National IT Officers, shall administer and maintain the CFMS WRT email database.
- 8.4. The Chair shall manage the Student Affairs portfolio selection of applicants as part of the Nominations Committee following CFMS open calls.
  - 8.4.1. The Chair will receive the Nominations Committee Terms of Reference from the Chair of the Nominations Committee immediately following the CFMS Annual General Meeting.
9. The organizational structure of the WRT includes three categories of business, to be as much as possible equally employed during WRT meetings:
  - 9.1. “Faculties to Faculties” typically involves one medical school either sharing or requesting information from the other medical schools within the WRT, with business items including, but not limited to, surveys, school updates and discussion topics.
  - 9.2. “Faculties to CFMS” typically involves WRT members providing feedback and guidance on CFMS activities within Student Affairs, with business items including, but not limited to, consultation for Student Affairs position papers, for Student Affairs National Wellness Program, and for Student Affairs services & student discounts.
  - 9.3. “CFMS to Faculties” typically involves the Chair or the Director of Student Affairs sharing current CFMS initiatives related to Student Affairs, with business items including, but not limited to, programming events from the National Wellness Program (including the Longitudinal Wellness Initiative and the National Wellness Challenge), open calls for application, student wellness grants, position papers & policies, or any other student resource from the Student Affairs portfolio.
10. CFMS WRT members are specifically tasked with the following responsibilities under the respective categories of business for the WRT:
  - 10.1. Under “Faculties to Faculties”:
    - 10.1.1. CFMS WRT members shall provide at least one update related to wellness coming from their home medical school.
    - 10.1.2. CFMS WRT can ask for a specific wellness-related discussion topic to be included in the WRT agenda.

- 10.1.3. CFMS WRT members shall respond to every survey brought forth by other WRT members by the proposed deadline.
- 10.2. Under “Faculties to CFMS”:
  - 10.2.1. The CFMS WRT shall comprise the adjudicating committee for all CFMS Nominations relating to the CFMS Student Affairs portfolio, such that each roundtable member participates in the activities of the CFMS Nominations Committee on a regular basis as necessitated by the Student Affairs attaché or the Nominations Committee Chair.
  - 10.2.2. The CFMS WRT shall provide input from all member societies on ongoing business items brought forth to WRT, particularly items that pertain to the CFMS National Wellness Program and Student Affairs Services.
  - 10.2.3. Upon request, the CFMS WRT shall review and provide feedback on proposed CFMS Student Affairs position paper and policies.
- 10.3. Under “CFMS to Faculties”:
  - 10.3.1. Upon request, the CFMS WRT shall disseminate wellness-related communications or resources from the CFMS to their respective medical student societies.
- 10.4. Upon request, the CFMS WRT shall elect one of their own to represent the interests of the CFMS WRT and the CFMS general membership on a committee of the CFMS.

**Deliverables:**

11. The CFMS WRT, through the Chair, shall report to the CFMS Board of Directors at their regularly-scheduled meetings (Fall, Winter, and Summer).

**Scope of Activities:**

12. Dissemination of CFMS Student Affairs business to CFMS membership.
13. Ongoing nationwide feedback on CFMS Business matters pertaining to Student Affairs.
  - 13.1. The CFMS advocates for medical students with feedback from formally appointed medical society wellness representatives from each member society. As the CFMS General Assembly meets on a limited basis, the CFMS WRT exists for member societies to provide feedback on such CFMS advocacy efforts in an ongoing manner.
14. The CFMS WRT shall not act as a decision-making body of the CFMS.

**Meetings:**

15. At minimum, the CFMS WRT shall meet via teleconference every month.
  - 15.1. Meetings may be cancelled at the discretion of the Chair in consultation with roundtable members.
  - 15.2. Additional meetings may be scheduled at the discretion of the Chair in consultation with roundtable members.
16. Only members of the CFMS WRT may attend teleconferences or meetings of the CFMS WRT.

- 16.1. Individuals who are not members of the CFMS WRT may only attend teleconferences or meetings of the CFMS WRT at the discretion of the Chair and with the unanimous consent of the members of the CFMS WRT.

**Minutes:**

17. Minutes shall abide by the following specificities:
  - 17.1. The minutes of any WRT meeting shall be circulated prior to the subsequent meeting such that the WRT may approve or rectify the minutes at the aforementioned subsequent meeting.
  - 17.2. The minutes of any WRT meeting shall be made available to the CFMS Board of Directors upon request, regardless of approval status of the minutes.
  - 17.3. The approved minutes of any WRT meeting shall be made available to any CFMS member upon reasonable request.
  - 17.4. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

**Communications:**

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

**Relationships to Other Groups:**

19. The WRT works closely with the CFMS National Wellness Committee and Services Committee within the Student Affairs portfolio to facilitate widespread consultation.
20. The CFMS WRT is cross-appointed with the CFMS Student Affairs portfolio.

**Related Policies and By-laws:**

21. The CFMS WRT shall abide by the Terms of Reference outlined in this document, along with the CFMS By-laws and Constitution. These Terms of Reference shall be reviewed on an annual basis.

**Liability:**

22. 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:**

23. The CFMS WRT shall be renewed annually by the CFMS Regional Director Attaché to the CFMS Director of Student Affairs. It may be dissolved at any time only by  $\frac{3}{4}$  majority vote of the Board of Directors or CFMS general membership.

**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.**