

CFMS WESTERN REGIONAL DIRECTOR TERMS OF REFERENCE



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Prepared by: Fatemeh Bakhtiari & Wendy Wang, CFMS Western Regional Directors (2018-2019)

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

There are two Western Regional Directors elected for each term. The CFMS Western Regional Directors are responsible for representing all CFMS member schools in the Western provinces. The schools are:

- University of British Columbia
- University of Alberta
- University of Calgary
- University of Saskatchewan
- University of Manitoba

The Western Regional Directors will chair or attend external meetings, committees, task forces and working groups as required by their regional duties and by their attaché dyad position. They will collaborate with medical societies in the planning of Western Regional events. Finally, the Western Regional Directors carry out strategic duties in maintaining their fiduciary responsibilities to the CFMS.

Term

1. The position of Western Regional Director is a one-year position elected by the CFMS General Assembly at the Annual General Meeting (AGM), assuming office directly following the AGM.

Accountability

2. This position reports to the CFMS President and is accountable to the membership via the General Assembly.
3. Positions/committees that report to this position:
 - 3.1. Relevant roundtable as per assigned dyad partnership

4. Each Western Regional Director works in collaboration with their assigned dyad partner to connect them with their assigned Roundtable. In certain circumstances, the Western Regional Director may take on other roles within their dyad portfolio. In those cases, they would report to their dyad partner.

Responsibilities

5. Connect: The Western Regional Directors will
 - 5.1. compile a post-report after all external meetings that highlights all pertinent information.
 - 5.2. facilitate teleconferences between Western Region member school presidents and CFMS representatives. The minutes of these meetings will be stored and reported to the CFMS Board when required.
 - 5.3. meet and discuss important matters with other Regional Directors and CFMS Board members during monthly teleconference calls, tri-annual in-person board meetings, and during the bi-annual CFMS General Meetings.
 - 5.4. fulfill their attaché dyad position in chairing the respective portfolio's roundtable to enable bilateral communication with representatives from every CFMS member school.
 - 5.5. foster strong relationships and open communication with Western Region medical students and medical student societies in the Western Region.
 - 5.6. make themselves available to connect with medical students from member schools to provide guidance and support to the best of their ability.

6. Support: The Western Regional Directors will
 - 6.1. provide support and guidance for their assigned attaché dyad positions and fulfill the role of dyad partner in their absence.
 - 6.2. execute certain operational tasks as directed by the CFMS President.
 - 6.3. support the organization of the annual Western Medical Schools Conference.
 - 6.3.1. communicate and liaise with Medical Society Presidents in the Western Region in the completion of presentation material.
 - 6.3.2. maintain follow-up on pertinent issues with the various deans of the Western region medical schools throughout the year.
 - 6.4. lead the organization of the AGM and/or Spring General Meeting when held in the Western Region.
 - 6.5. ensure adequate transition of the incoming Western Regional Directors following elections at the AGM.

7. Represent: The Western Regional Directors will
 - 7.1. serve as one of the designated spokespersons for the Federation and interact with CFMS stakeholders as directed by the President or the dyad partner.

- 7.2. represent members on relevant stakeholder committees, task forces and working groups, or delegate this responsibility to another CFMS member as designated by the CFMS President.
- 7.3. serve as the representative on behalf of Western Region medical students to the CFMS Board.

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.