

CFMS DIRECTOR OF STUDENT AFFAIRS

TERMS OF REFERENCE



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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 Director of Student Affairs (Dir. SA) is responsible for implementing strategic priorities of the Federation related to member wellness, discounts, services, and resources. The Dir. SA carries out strategic duties in maintaining their fiduciary responsibilities to the CFMS.

Term

1. The position of Dir. SA is a one-year position elected by the CFMS General Assembly at the Spring General Meeting to serve as Dir. SA-elect until they assume office immediately following the Annual General Meeting of the same year.

Accountability

2. This position reports to the CFMS President and is accountable to the General Assembly.
3. Positions/committees that report to this position:
 - 3.1. National Officer of Wellness
 - 3.2. National Officer of Services
 - 3.3. Blood Drive Chair
 - 3.4. Alumni Liaison
 - 3.5. CFMS representatives to external committees as delegated
4. The Dir. SA works in collaboration with the Student Affairs Attaché to connect with the CFMS Wellness Roundtable. In certain circumstances, the Student Affairs Attaché may take on other roles within the Student Affairs portfolio. In those cases, they would report to the Dir. SA.

Responsibilities

5. Connect: The Dir. SA will
 - 5.1. compile a post-report after all external meetings that highlights all pertinent information.

- 5.2. maintain effective communication with all Board members, staff, and external organizations.
 - 5.3. communicate with CFMS membership through reports at each general meeting.
 - 5.4. work to explore and optimize collaborations with relevant stakeholders on matters related to the portfolio.
6. Support: The Dir. SA will
- 6.1. set strategic goals of the student affairs portfolio and oversee their implementation in accordance with the CFMS Strategic Plan.
 - 6.2. work closely with portfolio national officers, liaisons, group and task force chairs to support and advance their work plans.
 - 6.3. ensure adequate transition of the CFMS Dir. SA-elect.
 - 6.4. oversee the CFMS-MD Financial Leadership Awards process.
 - 6.5. provide support and guidance for the Student Affairs Attaché and fulfill their role in their absence.
7. Represent: The Dir. SA will
- 7.1. serve as an ex-officio member on all roundtables, committees, task forces and working groups within the student affairs portfolio.
 - 7.2. serve as one of the designated spokespersons for the Federation and interact with CFMS stakeholders, especially on matters related to the student affairs portfolio as required.
 - 7.3. 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.

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.