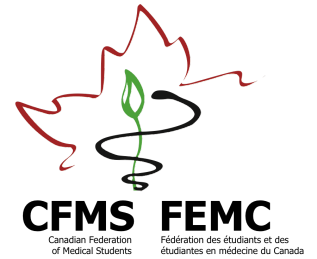


CFMS GLOBAL HEALTH EDUCATION COMMITTEE TERMS OF REFERENCE



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

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Purpose:

1. The Global Health Education Committee, 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. Plan, coordinate and implement national projects that explore and promote Global Health Education (GHE) at CFMS medical schools
 - 2.2. Coordinate and integrate the input and action of Local Officers of Global Health Education (LOGHEs) from all CFMS medical schools
 - 2.3. Cultivate, promote and communicate an understanding of the current status of GHE at CFMS medical schools to Canadian medical students, faculties and professional bodies
3. The Committee will be led by the CFMS National Officer of Global Health Education (NOGHE) who will be directly responsible to the CFMS Director of Global Health as part of the CFMS Global Health Portfolio

Composition:

4. The Committee will be chaired by the NOGHE, hereafter referred to as the “Chair”.
 - 4.1. The Chair will be recruited through the Summer Nominations Committee process.
5. The Committee will be vice-chaired by the Dir Global Health., 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 CFMS Representative(s) (or equivalent) from each of the medical student societies represented by the CFMS.
 - 6.1. The members of the Committee are titled Local Officers of Global Health Education (LOGHEs).
7. The CFMS IFMSA Standing Committee on Medical Education (SCOME) Liaison from the CFMS Partnerships Committee will also sit on this committee.
8. 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.
 - 8.1. 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:

9. The Chair is specifically tasked with the following responsibilities
 - 9.1. The Chair shall arrange and call each Committee Meeting.
 - 9.1.1. The Chair shall distribute an agenda to each Committee member before each meeting.
 - 9.2. The Chair shall manage all Committee documentation including, but not limited to, agendas, minutes, and shared document folders.
 - 9.2.1. The Chair shall distribute these Terms of Reference to each committee member before the first Committee teleconference, as well as to each new committee member upon their joining of the Committee.
10. The Committee is specifically tasked with the following responsibilities:
 - 10.1. The Committee shall assist the Chair in leading and completing national projects pertaining to coordinated global health education within and beyond medical school curricula.
 - 10.2. The Committee shall collaborate with LOGHEs from across the country to collect and disseminate information about national projects.
 - 10.3. The Committee shall cultivate an understanding of the current status of GHE at all CFMS medical schools through regular communication with LOGHEs about ongoing local projects in global health education.

Deliverables:

11. The Committee, through the Chair's updates to the CFMS Director of Global Health, shall report to the CFMS Board of Directors at their regularly-scheduled meetings (Fall, Winter, and Summer).
12. The Committee shall report to the CFMS membership as a whole at their regularly-scheduled general meetings (Spring and Annual).
13. The Committee shall report to the CFMS Global Health Roundtable at the CFMS Annual General Meeting.

Scope of Activities:

14. Dissemination of CFMS Global Health Updates to Medical Student Societies
 - 14.1. The CFMS Global Health Program sends out updates to CFMS members via the CFMS Communique . Members of the Committee are expected to disseminate opportunities included in this communique to their respective Medical Student Societies. Furthermore, the Chair may also disseminate further updates not included in the Communique , which are also expected to be disseminated by each LOGHE.
15. The Committee shall not act as a decision-making body of the CFMS.

Meetings:

16. At minimum, the Committee shall meet via teleconference four times a year.
 - 16.1. The specific timing of these meetings is at the discretion of the Chair, with a recommended maximum of six weeks between meetings during the academic year.

- 16.2. Meetings may be cancelled at the discretion of the Chair in consultation with committee members.
- 16.3. Additional meetings may be scheduled at the discretion of the Chair in consultation with committee members.
17. Only members of the Committee may attend teleconferences or Committee meetings
 - 17.1. Individuals who are not members of the Committee may only attend teleconferences or Committee meetings at the discretion of the Chair and with the unanimous consent of the members of the Committee.

Minutes:

18. 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.
 - 18.1. 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.
 - 18.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request
 - 18.3. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

Communications:

19. Between meetings, Committee members may discuss Committee activities through appropriate channels, including, but not limited to, email, facebook and Whatsapp. Committee members should endeavor to keep the Chair updated on any new developments.

Relationship to Other Groups:

20. The Committee is cross-appointed with the CFMS Global Health portfolio.
21. 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 Chairs discretion.

Related Policies and By-laws:

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

Liability:

23. Each member of the Committee shall act best judgement and take into consideration all information provided to the Committee, while using the same diligence and prudence as the reasonable person.

Term:

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

25. 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.