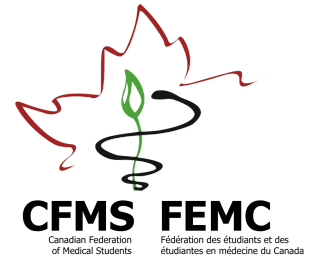


# CFMS GLOBAL HEALTH EXCHANGES COMMITTEE TERMS OF REFERENCE



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

Prepared by: Henry Annan, CFMS Past-President (2018-2019)

## **Purpose:**

1. The Global Health Exchanges 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. Develop, maintain and facilitate the CFMS Global Health exchanges program through the International Federation of Medical Students’ Associations (IFMSA) and other organizations as required.
  - 2.2. Support the National Exchanges Officers (NEOs) in promoting global health exchanges to CFMS members and facilitating incoming exchanges for medical students abroad.
3. The Committee will be led by the CFMS NEOs (incoming and outgoing) who will be directly responsible to the CFMS Director of Global Health as part of the CFMS Global Health Portfolio.
4. The Committee, through the chairs, reports to the CFMS Board of Directors.

## **Composition:**

5. The Committee will be chaired by the CFMS NEOs, henceforth referred to as the “Chairs”.
  - 5.1. The Chairs will be selected through the Spring Nominations Committee process.
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 Exchange Officers (LEOs) and stay on the committee for one year.
7. Quorum shall consist of a simple majority (50% + 1) of the voting Committee membership, provided that one of the members in attendance is one of the Chairs.
  - 7.1. 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, one of the Chairs shall vote as tie-breaker.

## **Responsibilities:**

8. The Chairs are specifically tasked with the following responsibilities:
  - 8.1. The Chairs shall arrange and call each Committee Meeting.
    - 8.1.1. The Chairs shall distribute an agenda to each Committee member before each meeting.

- 8.2. The Chairs shall manage all Committee documentation including, but not limited to, agendas, minutes, and shared document folders.
  - 8.2.1. Chairs shall distribute these Terms of Reference to each committee member before the first Committee teleconference following the CFMS Annual General Meeting.
- 8.3. The Chairs, in consultation with the CFMS Director of Global Health, shall administer and maintain the CFMS Global Health Exchanges email database.
9. The Committee is specifically tasked with the following responsibilities:
  - 9.1. The Committee shall disseminate various communications from the CFMS to their respective medical societies, including ongoing global health updates from the Chairs especially as they relate to CFMS Global Health exchanges.
  - 9.2. Support the global health program at their respective CFMS member schools.
    - 9.2.1. Update the Chairs and fellow LEOs on activities pertaining to Global Health exchanges occurring at each CFMS member school.

**Deliverables:**

10. The Chairs, through the Chairs' 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).
11. The Committee shall report to the CFMS membership as a whole at their regularly-scheduled general meetings (Spring and Annual).
12. The Committee shall report to the CFMS Global Health Roundtable at the CFMS Annual General Meeting.

**Scope of Activities:**

13. Dissemination of CFMS Global Health Updates to Medical Student Societies
  - 13.1. The CFMS Global Health Program sends out updates to subscribed CFMS members via the CFMS Global Health Newsletter. Members of the Committee are expected to disseminate opportunities included in this newsletter to their respective Medical Student Societies. Furthermore, the Chair may also disseminate further updates not included in this newsletter, which are also expected to be disseminated by each LEO.
14. Facilitating CFMS Global Health Exchanges
  - 14.1. As a member of each CFMS member school's global health program, LEOs are expected to promote Global Health exchange opportunities to CFMS members at their respective schools. This includes:
    - 14.1.1. Working with local undergraduate medical education offices to ensure ongoing faculty support of CFMS Global Health exchanges
    - 14.1.2. Being a resource for local students with regards to CFMS Global Health exchanges
    - 14.1.3. Facilitating the CFMS Global Exchanges applications process at their local school
  - 14.2. LEOs are also expected to facilitate positive experiences for international students participating in incoming Global Health exchanges at their respective schools. This includes

- 14.2.1. Working with local undergraduate medical education offices to ensure ongoing faculty support of incoming exchange students
  - 14.2.2. Welcoming incoming exchange students upon arrival
  - 14.2.3. Being a resource for incoming exchange students
  - 14.2.4. Helping prepare a social itinerary for incoming exchange students
15. The Committee shall not have the power or responsibility to execute actions of management for the Board of Directors. Certain additional powers may be explicitly delegated from time to time by the Board of Directors, as per the CFMS Delegation of Authority Policy.

**Meetings:**

16. At minimum, the Committee shall meet via teleconference four times per year.
- 16.1. Meetings may be cancelled at the discretion of the Chairs in consultation with Committee members.
  - 16.2. Additional meetings may be scheduled at the discretion of the Chairs in consultation with Committee members.
17. Only members of the Committee may attend teleconferences or Committee meetings of the Committee.
- 17.1. Individuals who are not members of the Committee may only attend teleconferences or meetings of the Committee, at the discretion of the Chairs 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, a Facebook Group and email. 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 Chairs, 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 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:**

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.**