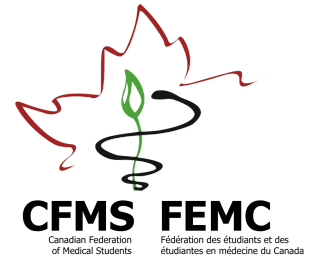


GLOBAL HEALTH ROUNDTABLE

TERMS OF REFERENCE



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

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Purpose:

1. The Global Health Roundtable (GHRT), 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 GHRT 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 global health matters
 - 2.3. Identify, advise on, and address emerging student global health priorities for the CFMS on a regular basis.
3. The GHRT is accountable to the CFMS membership through local global health liaisons and to the CFMS Board of Directors through the Chair of the GHRT.

Composition:

4. The GHRT will be chaired by the Global Health Dyad, henceforth referred to as the “Chair”.
 - 4.1. The Chair attached to the Global Health Portfolio will be chosen after the installation of the new Regional Directors at the CFMS Annual General Meeting
5. The Committee will be vice-chaired by the National Officer of Partnerships (NOP), 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.
 - 5.2. The Vice-Chair will be appointed by the Director of Global Health through the Spring Nominations Committee process.
6. The GHRT will include the Junior and Senior Global Health Liaisons (or equivalent) from each of the medical student societies represented by the CFMS.
 - 6.1. Each CFMS member school shall have one vote at CFMS GHRT meetings regardless of the number of representatives in attendance at the meeting.
7. The CFMS President, CFMS Director of Global Health, the Chair and the Vice-Chair shall serve as ex-officio non-voting members of the CFMS GHRT.
8. 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.
 - 8.1. 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:

9. The Chair is specifically tasked with the following responsibilities:
 - 9.1. The Chair shall manage all CFMS GHRT documentation including, but not limited to, agendas, minutes, and shared document folders.
 - 9.2. The Chair shall distribute these Terms of Reference to each roundtable member before the first teleconference following the CFMS Annual General Meeting, as well as to each new roundtable member upon their joining GHRT.
 - 9.3. The Chair shall administer and maintain the CFMS GHRT email database.
10. The CFMS GHRT is specifically tasked with the following responsibilities:
 - 10.1. The CFMS Global Health Liaisons (GHLs) shall provide input from all member societies on ongoing global health related concerns and issues and provide updates in terms of global health activities and events in each of their respective medical schools.
 - 10.2. The GHLs shall disseminate various communications from the CFMS Global Health portfolio to their respective medical societies, including but not limited to:
 - 10.2.1. International Federation of Medical Students Association (IFMSA) and CFMS Global health opportunities from the NOP and Director of Global Health
 - 10.3. The GHLs may be asked to provide ongoing support in creating a Canada-wide GHL initiative including but not limited to brainstorming, logistical work, promoting and increasing accessibility to the event.

Deliverables:

11. The CFMS GHRT, 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 and IFMSA Global Health Updates to Medical Student Societies
 - 12.1. The Director of Global Health and NOP send out updates to subscribed CFMS members via the CFMS Global Health Newsletter. The CFMS GHRT exists to facilitate communication of these works in progress to member societies.
13. Ongoing Nationwide Feedback on CFMS Global Health Matters:
 - 13.1. The CFMS advocates for medical students with feedback from formally appointed medical society representatives from each member society known as CFMS Representatives. As the CFMS General Assembly meets on a limited basis, the CFMS GHRT exists for member societies to provide feedback on such CFMS advocacy efforts in an ongoing manner.
14. The CFMS GHRT shall not act as a decision-making body of the CFMS.

Meetings:

15. At minimum, the CFMS GHRT shall meet via teleconference within one month of each regularly-scheduled CFMS Board of Directors meeting (Fall, Winter and Summer):
 - 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. The GHRT shall meet in-person at either the CFMS Annual General Meeting or CFMS Spring General Meeting:
 - 16.1. The meeting will be scheduled in consultation with the CFMS Board of Directors member(s) in charge of agenda planning and financial management of each CFMS General Meeting.
 - 16.2. The agenda for a CFMS GHRT in-person meeting shall be developed by the Chair in consultation with roundtable members at the teleconference immediately preceding each CFMS General Meeting.
 - 16.3. Individuals who are not members of the CFMS GHRT may only attend teleconferences or meetings of the CFMS GHRT at the discretion of the Chair and with the unanimous consent of the members of the CFMS GHRT

Minutes:

17. 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.
 - 17.1. 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.
 - 17.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request
 - 17.3. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

Communication:

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

Related Policies and By-laws:

19. The CFMS GHRT 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:

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

Term:

21. The GHRT shall be renewed annually by the Global Health attaché. 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.