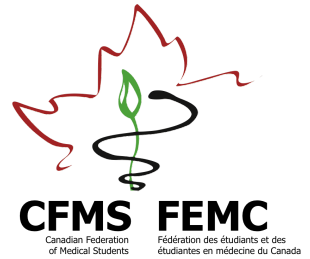


# CFMS NATIONAL EXCHANGE OFFICER - OUTGOING (NEO-OUTGOING) TERMS OF REFERENCE



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

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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

Through the International Federation of Medical Student Association (IFMSA), which represents, connects and engages medical students from 125 countries from across the world, the CFMS organizes clinical and research exchanges for medical students to explore innovation in medicine, new health systems and healthcare delivery in other settings. These experiences allow CFMS members an opportunity to learn medicine within a different healthcare system and expand their inter-cultural awareness. Similarly, this program allows medical students from other countries to learn within a Canadian hospital or research facility, encouraging international collaboration. The CFMS National Exchange Officer (NEO)-Outgoing is responsible for facilitating international research and clinical exchanges for Canadian medical students.

## Term

1. The position of NEO-Outgoing is a two-year position. The NEO-Outgoing will be recruited through the Spring Nominations Committee process granting a transition period until they assume office immediately following the Annual General Meeting of the same year.

## Accountability

2. This position reports to the Director of Global Health (Dir. GH).
3. Positions/committees that report to this position:
  - 3.1. CFMS Global Health Exchanges Committee.
  - 3.2. Task-forces, working groups and sub-committees within the CFMS Global Health Exchanges framework.

## Responsibilities

4. Connect: The NEO-Outgoing will

- 4.1. serve as a co-chair of the CFMS Global Health Exchanges Committee and provide training for Local Exchange Officers (LEOs) and Social Committee Liaisons (SCLs) as outlined by the IFMSA.
  - 4.2. liaise directly with the Dir. GH on an ongoing basis to advance the strategic direction of the Global Health Portfolio.
  - 4.3. provide guidance, expertise & support, where expertise allows, with respect to the IFMSA and exchanges.
  - 4.4. be involved in and/or oversee task forces or working groups that are formed within the Global Health Portfolio to provide expertise on certain issues within the CFMS Global Health Exchanges framework.
5. Support:
- 5.1. The NEO-Outgoing, in collaboration with the NEO-Incoming, will
    - 5.1.1. negotiate and sign the IFMSA exchange contracts in advance of and during the IFMSA August Meeting.
    - 5.1.2. strive to engage equitably in contract negotiations while using previous student feedback and available resources.
    - 5.1.3. engage with Canadian Faculties of Medicine to promote understanding of the CFMS Global Health Exchanges program and gather support for incoming and outgoing exchange students.
    - 5.1.4. assist the Dir. GH on other portfolio tasks related to CFMS Global Health exchanges.
    - 5.1.5. ensure adequate transition with the incoming NEOs upon completion of their terms.
    - 5.1.6. attend bi-monthly Global Health National Officer teleconferences.
  - 5.2. The NEO-Outgoing will
    - 5.2.1. provide information about and promote the available outgoing exchange opportunities through IFMSA contracts within the CFMS community.
    - 5.2.2. assign the contracts to the CFMS membership equitably.
    - 5.2.3. provide the exchanges students with access to the IFMSA database.
    - 5.2.4. support the exchange students in completing the necessary documentation for their exchange contracts.
    - 5.2.5. provide support to CFMS students participating in IFMSA exchanges and advocate on their behalf.
    - 5.2.6. collect meaningful feedback from outgoing students with the specific intent of using such feedback to improve the exchange program.
    - 5.2.7. comply with the IFMSA Standing Committee on Professional Exchanges (SCOPE) and Standing Committee on Research Exchanged (SCORE) by-laws as they pertain to CFMS Global Health Exchanges.
6. Represent: The NEO-Outgoing, in collaboration with the NEO-Incoming, will
- 6.1. represent the CFMS to the IFMSA for the SCOPE and SCORE portfolios including
    - 6.1.1. serve as the NEO within the SCOPE and National Officer of Research Exchanges (NORE) within the SCORE committees of the IFMSA.

- 6.1.2. maintain regular communications with the SCOPE and SCORE board of directors through the NEO and NORE server.
- 6.1.3. ensure timely completion of NEO and NORE reports as well as all tasks required to maintain voting rights for SCOPE and SCORE at IFMSA meetings.
- 6.1.4. where appropriate, represent the CFMS at IFMSA General Assemblies and/or Regional Assemblies for the Americas Region.
- 6.2. serve on external committees as delegated by the Dir. GH.
- 6.3. serve as a spokesperson for the CFMS on matters related to CFMS Global Health Exchanges as delegated by the Dir. GH.

**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.**