

CFMS NATIONAL OFFICER INFORMATION TECHNOLOGY (NOIT) TERMS OF REFERENCE

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



Prepared by: Adel Arezki, Quebec Regional Director (2018-2019)

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 recognizes the importance of information technology (IT) for effective internal and external communications. Furthermore, the CFMS is committed to providing its members services through the CFMS website and other IT infrastructures, as well as maintaining the highest standard of IT development and security. In alignment with these values, the National Officer Information Technology (NOIT) position was created to support, develop and maintain the CFMS IT infrastructures within the CFMS Communications portfolio.

Term

1. The position of NOIT is a two-year position, with the NOIT first serving as junior for one year and then as senior for another year. The NOIT is 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 VP Communications.
3. Positions/Committees that report to this position:
 - 3.1. Task forces, working groups and sub-committees within the CFMS Communications Portfolio as delegated by the VP Communications.

Responsibilities

4. Connect: The NOIT will
 - 4.1. work with the VP Communications to set the strategic direction of the CFMS Communications Portfolio as it relates to IT.
 - 4.2. be involved in and/or oversee task forces or working groups that are formed related to IT matters.

5. Support: The NOIT will
 - 5.1. develop guidelines for the use of key CFMS technological infrastructures.
 - 5.2. develop and maintain the CFMS technological infrastructures.
 - 5.3. work in conjunction with IT contractor(s) to coordinate the development of CFMS technological infrastructure.
 - 5.4. maintain effective communication with others within the Communications portfolio.
 - 5.5. oversee recruitment and transition of other members of the Communications Committee as it relates to providing IT services.
 - 5.6. ensure adequate transition with the incoming NOITs upon completion of their term.
 - 5.7. assist members with questions about/ troubles with their website account
 - 5.8. assist portfolios in making changes to their parts of the CFMS website

6. Represent: The NOIT will
 - 6.1. serve on external committees as delegated by the VP Communications.
 - 6.2. serve on the CFMS Communications Committee
 - 6.3. serve as a spokesperson for the CFMS on matters related to IT as delegated.

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.