

CFMS NATIONAL OFFICER OF SERVICES (NOS) TERMS OF REFERENCE



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Prepared by: Sarah Zahabi, CFMS National Officer of Services (2018-2019)

Reviewed by: Victor Do, CFMS Director of Student Affairs (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 supporting and advocating for the personal health and well-being of medical learners and professionals throughout their educational and professional careers. Furthermore, the CFMS is committed to supporting medical students through a variety of national efforts and initiatives including securing discounts and partnerships. In alignment with these values, the National Officer of Services (NOS) position has a mandate to assist the Director Student Affairs (Dir SA) in developing, maintaining and promoting partnerships and resources for CFMS members each year.

Term

1. The position of National Officer of Services is a one-year position. The NOS 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 Dir SA.
3. Positions/committees that report to this position:
 - 3.1. CFMS Services Committee
 - 3.2. Task forces, working groups and sub-committees within the Partnerships and Services framework

Responsibilities

4. Connect: The NOS will
 - 4.1. serve as chair of the CFMS National Services Committee.
 - 4.2. work with the Dir SA and Student Affairs Attaché to set the strategic direction for the CFMS National Services Committee.

- 4.3. liaise directly with the Dir SA on an ongoing basis to advance the strategic direction of the Student Affairs Portfolio.
5. Support: The NOS will
 - 5.1. work alongside the Dir SA to develop and coordinate the CFMS Interviews database.
 - 5.2. work alongside the Dir SA to develop and coordinate the CFMS Electives database.
 - 5.3. work alongside the Dir SA to acquire and manage CFMS partnerships with external organizations and discounts.
 - 5.4. attend monthly CFMS National Services Committee meetings.
 - 5.5. assist the Dir SA on other portfolio tasks related to learner wellness.
 - 5.6. oversee recruitment and transition of CFMS National Services Committee members.
 - 5.7. ensure adequate transition with the incoming NOS upon completion of their term.
6. Represent: The NOS will
 - 6.1. serve on external committees as delegated by the Dir SA.
 - 6.2. serve as a spokesperson for the CFMS on matters related to learner resources, discounts and partnerships as delegated by the Dir. SA

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.