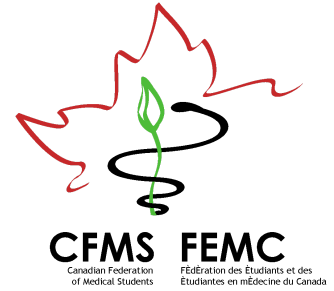


CFMS NOMINATIONS COMMITTEE

TERMS OF REFERENCE



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

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Purpose:

1. The Nominations Committee (NomCom), 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 select new CFMS internal positions and external representatives to partner medical organizations.
 - 2.1. The selection in question is following an open call for applications intended for CFMS members.

Composition:

3. The Committee will be chaired by the Communications Attaché, hereafter referred to as the “Chair”.
 - 3.1. After their election at the CFMS Annual General Meeting, this individual will be assigned their position immediately following the designation of the Regional Directors to their attaché portfolio
4. The Committee membership shall include each of the CFMS Regional Directors (Western (x2), Ontario (x2), Quebec, and Atlantic), hereafter referred to as the “Regional Directors”.
5. The Committee membership will also include members from each CFMS roundtable (Presidents, Representatives, Academic, Government Affairs, Global Health, and Wellness), hereafter referred to as the “Committee members”.
 - 5.1. All members of CFMS Roundtables are expected to be involved in the marking process of applications.
 - 5.2. These members may not be CFMS Board Members.
 - 5.3. If a committee member has applied to a position through an open call, they shall not mark any application for that position to which they have applied.

Responsibilities:

6. Responsibilities of the Chair
 - 6.1. Develop and oversee the Committee timeline while respecting the following:
 - 6.1.1. That there are three calls over the course of the year: Fall, Winter and Spring.
 - 6.1.2. That each call should be open for four (4) weeks.

- 6.1.3. That the Committee members shall be given two (2) weeks to review applications.
 - 6.2. Inform the CFMS portfolio Directors/Vice-Presidents of the Nominations Committee timeline.
 - 6.3. In consultation with the CFMS portfolio Directors/Vice-Presidents, determine which positions need to be filled within each portfolio prior to open calls.
 - 6.4. Disseminate and advertise the open calls for nominations to all CFMS members.
 - 6.5. Ensure that the Regional Directors are equipped to oversee the selection of new nominees in their respective portfolios. See Clause 7.
 - 6.6. In the unlikely event that two individuals received the same score following the selection process of the Committee members, the Chair shall vote as tie-breaker.
7. Responsibilities of the Regional Directors
 - 7.1. Oversee the selection of new nominees within their attaché portfolio.
 - 7.1.1. Create and maintain application forms for their attaché portfolio throughout each open call.
 - 7.2. Anonymize all received applications and distribute to the Committee members for adjudication.
 - 7.2.1. Resultantly, they should not be involved with ranking applicants, but will instead act as the contact person for applicants and for receiving evaluations from the members of the Committee.
 - 7.3. Collate scoring from the Committee members, normalizing for variations in adjudicator scoring.
 - 7.4. Regional Directors shall report back to the Chair with the reviewed applications from their respective portfolio.
 - 7.5. Liaise with pertinent CFMS portfolio Directors/Vice-Presidents Member to ensure appropriate input to relevant positions
 - 7.5.1. CFMS portfolio Directors/Vice-Presidents Members may request to interview candidates.
 - 7.5.2. In this case, the Committee members should score the applications and provide the CFMS portfolio Directors/Vice Presidents with the names and contact information of the highest scoring applicants (suggested top 2-5) for further consideration.
 - 7.5.3. The CFMS portfolio Directors/Vice-Presidents Member should not be provided with the applicant's written application to avoid inadvertently weighting the written application twice.
 - 7.5.4. The applicant should be selected based on an equal weighting of the Committee members score, and the CFMS portfolio Directors/Vice-Presidents interview score.
8. Responsibilities of Committee members
 - 8.1. Review the applications for committee and external positions relating to their roundtable that are received during the open call
 - 8.2. The Committee members shall be given two (2) weeks to review applications. It is suggested that each application be reviewed by three independent committee members.

- 8.3. The committee should operate in such a way that different individuals are requested to review applications on a regular basis to ensure a representative voice from across the country in the selection process of our nominees.
9. Fall, Winter and Spring open call for applications
 - 9.1. The process for open calls are to proceed as the following:
 - 9.1.1. The Regional Directors create application forms to be disseminated to all CFMS members.
 - 9.1.2. The Chair opens the call to all CFMS members for four (4) weeks.
 - 9.1.3. At the close of the four (4) week open call, Regional Directors anonymize all applications and distribute them to Committee members (being their respective roundtables) for a two (2) week marking period.
 - 9.1.4. The Regional Director gathers the marked applications from Committee members at the end of the two (2) week marking period, averages the normalized scores, and informs the candidates of the results.
 - 9.1.4.1. In the case for which Portfolio Directors or Vice Presidents request interviews, Regional Directors shall provide them with the contact information of the top 2-5 candidates so that they may arrange the interview process.
 - 9.1.5. Applicants shall be notified by the Regional Director on the final status of their application no later than six (6) weeks after the marking period is completed unless an external committee's process requires it.

Deliverables:

10. The Committee through the Chair will report to the CFMS Board at the regularly scheduled meetings of the CFMS board.

Scope of Activities:

11. The CFMS Board retains the right to nominate individuals without use of the Committee.
12. The Committee may not form subcommittees or task forces.
 - 12.1. The Committee, due to its composition and unique task, does not follow the structure of general CFMS committees in the Delegation of Authority Policy.
 - 12.2. The authority allocated to the Committee is limited to the responsibilities listed within this Terms of Reference document and in accordance to the CFMS By-laws.

Meetings::

13. The Committee is not required to meet in person in order to execute their duties, as most communications will be through email for the three open calls.
 - 13.1. The Regional Directors may remind their respective Committee members of the Committee's timeline or duties during a scheduled roundtable

Minutes

14. The Committee does not have to meet in person or over teleconference to perform its duties, thus there are no meeting minutes.

- 14.1. The committee is expected to keep organized and sufficient documentation of its processes and procedures during each nominations call.

Communications

15. During the nominations process, Committee members may discuss Committee activities through appropriate channels, including, but not limited to, email. Committee members should endeavor to keep the Chair updated on any relevant developments.

Relationship to Other Groups:

16. The Committee members come from every CFMS roundtable, and are thus related to every CFMS portfolio.
17. The Committee does not fall under a specific portfolio and runs entirely internally to the CFMS.

Related Policies and By-laws:

18. The Committee shall abide by the Terms of Reference outlined in this document, along with the CFMS By-laws.

Liability:

19. Each member of the Committee shall act best judgement and take into consideration all information provided to the Committee, while using the same diligence and prudence as the reasonable person.
 - 19.1. Each committee member is expected to maintain and respect the confidential nature of their responsibilities. No application or applicant may be discussed outside of direct communication with the Regional Directors or Committee Chair.

Term:

20. In the absence of a motion indicating otherwise, the Committee shall be assumed to be annually renewed by the CFMS Board of Directors.
21. Each Committee member shall serve on the Nominations Committee until they are no longer a member of a CFMS Roundtable.

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.