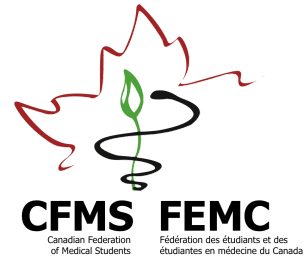


# CFMS PRESIDENT TERMS OF REFERENCE



APPROVED BY THE CFMS BOARD OF DIRECTORS ON MARCH 17, 2019

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Reviewed by: Henry Annan, CFMS Past-President (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 CFMS to represent, support, and connect its members. CFMS aims to communicate within its membership, as well as from its membership, to the world at large. As an ever-expanding organization, CFMS continually strives to meet the consistent and changing needs of Canadian medical students.

## Introduction

The CFMS President is responsible for setting the strategic direction of the Federation and has detailed knowledge of all CFMS policies and activities. In addition, the President acts as the primary contact and spokesperson on important member issues, often speaking to these at strategic settings including through media. The President attends external meetings on other boards, committees, task forces and working groups, as the representative of medical students in Canada.

## Term

1. The position of President is a one-year position elected by the CFMS General Assembly at the Spring General Meeting to serve as president-elect until they assume office immediately following the CFMS Annual General Meeting of the same year.
2. Following the end of their term, the president assumes the official role of past-president for one year.

## Accountability

3. This position reports to the General Assembly and the CFMS Board Chair.
4. Positions/committees that report to this position:
  - 4.1. CFMS VP Finance
  - 4.2. CFMS VP Communications
  - 4.3. CFMS Director of Student Affairs
  - 4.4. CFMS Director of Education
  - 4.5. CFMS Director of Global Health
  - 4.6. CFMS Director of Government Affairs
  - 4.7. 6 CFMS Regional Directors

## Responsibilities

5. Connect: The CFMS President will
  - 5.1. set the agenda for CFMS General Meetings.
  - 5.2. contribute to agenda-setting for each CFMS Board meeting in collaboration with the CFMS Board Chair and Vice-Chair.
  - 5.3. appoint the Chair for both CFMS General Meetings.
  - 5.4. compile a post-report after all external meetings that highlights all pertinent information.
  - 5.5. maintain effective communication with all Board members, staff and external organizations.
  
6. Support: The CFMS President will
  - 6.1. provide support, guidance, and institutional memory to the Federation.
  - 6.2. set strategic goals of the Federation and oversee their implementation according to the CFMS strategic plan and mandate.
  - 6.3. assign dyad partners based on abilities and interests of the Regional Directors
  - 6.4. assume the Office of Past-President and CFMS Board Chair at the completion of their one-year term as president.
  - 6.5. ensure a Chair to each CFMS committee and roundtable is appointed through the appropriate nominations process.
  - 6.6. ensure adequate transition of the CFMS President-elect into the Office of CFMS President.
  - 6.7. provide assistance, where necessary, to CFMS portfolio initiatives.
  - 6.8. provide general supervision and direction of the business of the Federation in collaboration with the CFMS General Manager or Executive Director.
  
7. Represent: The CFMS President will
  - 7.1. serve as the designated spokesperson for the Federation and interact with CFMS stakeholders including but not limited to the media, government, public, and national medical organizations.
  - 7.2. appoint the CFMS Executive Vice President.
  - 7.3. represent members on national stakeholder committees, task forces and working groups, or delegate this responsibility to another CFMS member as appropriate.
  - 7.4. serve as a signing authority for the Federation.

**Terms of Reference are subject to annual review by the CFMS Governance Committee prior to submission to the CFMS Board of Directors for adoption and publication.**