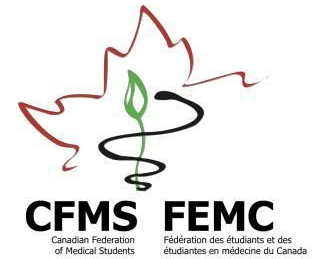


CFMS PRESIDENTS ROUNDTABLE

TERMS OF REFERENCE



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

Prepared by: Adel Arezki, CFMS Québec Regional Representative (2018-2019)
in consultation with the 2019 RRT-PRT Working Group

Purpose:

1. The Presidents Roundtable (PRT) is a roundtable 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 PRT is to:
 - 2.1. Act as a permanent group with representatives from each school intended to provide a conduit for widespread consultation on CFMS core operations and advocacy
 - 2.2. Facilitate communication and collaboration between the member schools and the CFMS Board of Directors on matters that require in-depth knowledge of the respective medical student societies, such as accountability, governance matters, and financial matters.
 - 2.3. Serve as a group for member societies to relay local and regional concerns to the CFMS Board of Directors for follow-up and support.
3. The PRT is accountable to the CFMS membership through local academic representatives and to the CFMS Board of Directors through the Chair of the PRT.

Composition:

4. The CFMS Presidents Roundtable (PRT) will be chaired by the CFMS Regional Director attaché to the CFMS Vice President of Finance, henceforth referred to as the “Chair”.
 - 4.1. The Chair will be selected by the CFMS President following the installation of the new CFMS Board of Directors at the CFMS Annual General Meeting.
5. The CFMS PRT membership will include the President (or equivalent) from each of the medical student societies represented by the CFMS.
 - 5.1. Each CFMS member school shall have one vote at CFMS PRT meetings regardless of the number of representatives in attendance at the meeting.
6. The CFMS President, CFMS Executive Vice-President, and the Chair shall serve as ex-officio non-voting members of the CFMS PRT.

Responsibilities:

7. The Chair is specifically tasked with the following responsibilities:
 - 7.1. The Chair shall manage all CFMS PRT documentation including, but not limited to, agendas, minutes, and shared document folders.
 - 7.1.1. The Chair shall distribute these Terms of Reference to each roundtable member before the first CFMS PRT teleconference following the CFMS Annual General Meeting, as well as to each new roundtable member upon their joining of the CFMS PRT.

- 7.1.2. The Chair shall ensure that the CFMS PRT agenda items are available at least 48 hours before the meeting. Exceptions can be provided at the discretion of the Chair.
 - 7.1.3. The Chair shall ensure all meeting items at each session will be in line with the mandate of the PRT, as defined in the *Scope of Activities* and otherwise, and will redirect items as necessary to the appropriate roundtable.
 - 7.2. The Chair, in consultation with the CFMS Vice President of Communications and the CFMS National IT Officers, shall administer and maintain the CFMS PRT email database.
 - 7.3. Prior to the meetings, the Chair will highlight agenda items that require the CFMS PRT membership to gather information from their respective schools in advance leading up to teleconferences. This shall be done through communications with the roundtable members, before the meeting takes place.
8. The CFMS PRT is specifically tasked with the following responsibilities:
 - 8.1. The CFMS PRT shall facilitate ongoing conversations on local and regional medical student society matters between all member societies across the country.
 - 8.1.1. “Local and regional medical student society matters” are defined as any concerns or challenges experienced by a member society or their students.
 - 8.2. The CFMS PRT, through the Chair, shall relay widespread member concerns to the CFMS Board of Directors.
 - 8.2.1. “Widespread member concerns” are defined as any issues or challenges experienced by multiple member societies and the CFMS PRT identifies as issues of national concern.
 - 8.3. The CFMS PRT shall provide input from all member societies on ongoing business items brought forth by the CFMS Board of Directors, particularly items that pertain to CFMS operations or Clerkship members of their respective medical student societies.
 - 8.4. At the beginning of each academic term, the CFMS PRT shall coordinate with the CFMS Vice President of Finance to facilitate collection and payment of CFMS membership dues from new members of their respective medical student societies.
 - 8.5. Upon request, the CFMS PRT shall review and provide feedback on proposed CFMS Guiding Documents.
 - 8.6. Upon request, the CFMS PRT shall elect one of their own to represent the interests of the CFMS PRT and the CFMS general membership on a committee of the CFMS.
 - 8.7. Upon request, the CFMS PRT shall survey respective medical societies to gather input on topics discussed at the roundtable meetings.

Deliverables:

9. The CFMS PRT, through the Chair, shall report to the CFMS Board of Directors at their regularly-scheduled meetings (Fall, Winter, and Summer).
10. The Chair will create a short meeting summary after each roundtable meeting. These summaries shall be shared with all roundtable members to be brought back to their respective schools and with the Board in order to appraise the activities of the PRT.

Scope of Activities:

11. Relay of Local Concerns to the CFMS.

- 11.1. The CFMS is tasked with supporting its membership as they learn to serve patients and society. The CFMS PRT exists for member societies to relay local and regional concerns to the CFMS Board of Directors for follow-up and support.
12. Ongoing Nationwide Feedback on CFMS Board of Directors Operations.
 - 12.1. The CFMS Board of Directors is accountable to the CFMS membership and seeks to be transparent to the CFMS membership in its operations. As the CFMS General Assembly meets on a limited basis, the CFMS PRT exists to facilitate ongoing communication and feedback between member societies and the CFMS Board of Directors.
13. Discussion of topics requiring in-depth knowledge of the respective medical student societies, such as accountability, governance matters, and financial matters.
14. The CFMS PRT shall not act as a decision-making body of the CFMS.

Meetings:

15. At minimum, the CFMS PRT shall meet via teleconference within one month of each regularly-scheduled CFMS Board of Directors meeting (Fall, Winter, and Summer) and within one month prior to each CFMS General Meeting.
 - 15.1. Meetings may be cancelled at the discretion of the Chair in consultation with roundtable members.
 - 15.2. Additional meetings may be scheduled at the discretion of the Chair in consultation with roundtable members.
16. The CFMS PRT shall meet in-person at both the CFMS Annual General Meeting and CFMS Spring General Meeting.
 - 16.1. The meeting will be scheduled in consultation with the CFMS Board of Directors member(s) in charge of agenda planning and financial management of each CFMS General Meeting.
 - 16.2. The agenda for a CFMS PRT in-person meeting shall be developed by the Chair in consultation with roundtable members at the teleconference immediately preceding each CFMS General Meeting.
17. Only members of the CFMS PRT may attend teleconferences or meetings of the CFMS PRT.
 - 17.1. Individuals who are not members of the CFMS PRT may only attend teleconferences or meetings of the CFMS PRT at the discretion of the Chair and with the unanimous consent of the members of the CFMS PRT.

Minutes:

18. Minutes shall abide by the following specificities:
 - 18.1. The minutes of any PRT meeting shall be circulated prior to the subsequent meeting such that the PRT may approve or rectify the minutes at the aforementioned subsequent meeting.
 - 18.2. The minutes of any PRT meeting shall be made available to the CFMS Board of Directors upon request, regardless of approval status of the minutes.
 - 18.3. The approved minutes of any PRT meeting shall be made available to any CFMS member upon reasonable request.
 - 18.4. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

Communication:

19. Between meetings, CFMS PRT members may discuss committee activities through appropriate channels including, but not limited to, a Facebook Group and email. CFMS PRT members should endeavor to keep the Chair updated on any new developments.
20. Informal surveys should be compiled in a separate document in the format of a table to be filled out, in order to streamline comparison of answers across schools, and to allow the various roundtables of the CFMS to easily share these results with each other. The survey documents shall be compiled in a single folder so that results may be passed on year-over-year.

Relationships to Other Groups:

21. The CFMS PRT is cross-appointed with the CFMS Finance portfolio.

Related Policies and By-laws:

22. The CFMS PRT shall abide by the Terms of Reference outlined in this document, along with the CFMS By-laws and Constitution. These Terms of Reference shall be reviewed on an annual basis.

Liability:

23. Each member of the Committee shall act with sound judgement and take into consideration all information provided to the Committee, while using the same diligence and prudence as the reasonable person.

Term:

24. The CFMS PRT shall be renewed annually by the CFMS Regional Representative attaché to the CFMS Vice President of Finance. It may be dissolved at any time only by $\frac{3}{4}$ majority vote of the Board of Directors or CFMS general membership.

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.