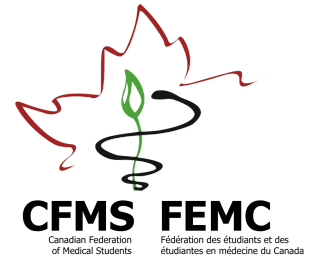


CFMS REPRESENTATIVES ROUNDTABLE

TERMS OF REFERENCE



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

Prepared by: Wendy Wang, CFMS Western Regional Representative (2018-2019) in consultation with the 2019 RRT-PRT Working Group

Purpose:

1. The Representatives Roundtable (RRT) 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 RRT is to:
 - 2.1. Act as a permanent group with representatives from each school intended to provide a conduit for widespread consultation and dissemination of information
 - 2.2. Facilitate communication and collaboration between the member schools and the CFMS Board of Directors
 - 2.3. Identify, advise on, and address emerging membership engagement priorities for the CFMS on a regular basis.
3. The RRT is accountable to the CFMS membership through local CFMS representatives and to the CFMS Board of Directors through the Chair of the RRT.

Composition:

4. The CFMS Representatives Roundtable (RRT) will be chaired by the CFMS Regional Director attached to the CFMS Vice President of Communications, 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 RRT membership will include CFMS Representative(s) (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 RRT 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 RRT.

Responsibilities:

7. The Chair is specifically tasked with the following responsibilities:
 - 7.1. The Chair shall manage all CFMS RRT 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 RRT teleconference following the CFMS Annual General Meeting, as well as to each new roundtable member upon their joining of the CFMS RRT.
 - 7.1.2. The Chair shall ensure that the CFMS RRT 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 RRT, 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 RRT email database.
- 7.3. Prior to the meetings, the Chair will highlight agenda items that require the CFMS RRT 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 RRT is specifically tasked with the following responsibilities:
 - 8.1. The CFMS RRT 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, CFMS opportunities, or communication with the CFMS general membership.
 - 8.2. The CFMS RRT shall disseminate various communications from the CFMS to their respective medical societies, including:
 - 8.2.1. Ongoing business updates from the CFMS Board of Directors.
 - 8.2.2. Information regarding services and opportunities available to the CFMS general membership (e.g. benefits, discounts, grants, travel awards, and application cycles).
 - 8.2.3. Physical copies of the CFMS Annual Review.
 - 8.3. The CFMS RRT shall provide assistance to potential authors of CFMS Guiding Documents.
 - 8.4. Upon request, the CFMS RRT shall review and provide feedback on proposed CFMS Guiding Documents.
 - 8.5. Upon request, the CFMS RRT shall elect one of their own to represent the interests of the CFMS RRT and the CFMS general membership on a committee of the CFMS.
 - 8.6. Upon request, the CFMS RRT shall survey respective medical societies to gather input on topics discussed at the roundtable meetings.

Deliverables:

- 9. The CFMS RRT, 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 RRT.

Scope of Activities:

- 11. Dissemination of CFMS Business Updates to Medical Student Societies
 - 11.1. The CFMS Board of Directors sends out updates to subscribed CFMS members via the CFMS Communiqué. CFMS Board of Directors ongoing projects, however, are not included as they are primarily works in progress. The CFMS RRT exists to facilitate communication of these works in progress to member societies.
- 12. Ongoing Nationwide Feedback on CFMS Business Matters
 - 12.1. The CFMS advocates for medical students with feedback from formally appointed medical society representatives from each member society known as CFMS Representatives. As the CFMS General Assembly meets on a limited basis, the

CFMS RRT exists for member societies to provide feedback on such CFMS advocacy efforts in an ongoing manner.

13. Discussion of topics pertaining to the sharing of general information between schools, discussion of new local or national initiatives and ideas, and the discussion of potential CFMS guiding documents or local school policies.
14. The CFMS RRT shall not act as a decision-making body of the CFMS.

Meetings:

15. At minimum, the CFMS RRT 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 RRT 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 RRT 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 RRT may attend teleconferences or meetings of the CFMS RRT.
 - 17.1. Individuals who are not members of the CFMS RRT may only attend teleconferences or meetings of the CFMS RRT at the discretion of the Chair and with the unanimous consent of the members of the CFMS RRT.

Minutes:

18. Minutes shall abide by the following specificities:
 - 18.1. The minutes of any RRT meeting shall be circulated prior to the subsequent meeting such that the RRT may approve or rectify the minutes at the aforementioned subsequent meeting.
 - 18.2. The minutes of any RRT 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 RRT 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.

Communications:

19. Between meetings, CFMS RRT members may discuss committee activities through appropriate channels including, but not limited to, a Facebook Group and email. CFMS RRT 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 RRT is cross-appointed with the CFMS Communications portfolio.

Related Policies and By-laws:

22. The CFMS RRT 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 RRT shall be renewed annually by the CFMS Regional Director attaché to the CFMS Vice President of Communications. 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.