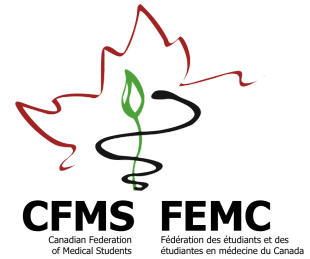


CFMS RESEARCH COMMITTEE

TERMS OF REFERENCE



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

Prepared by: Raechelle Gibson, CFMS NO Research Sr. (2018-2019)

Purpose:

1. The Research Committee, 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 :
 - 2.1. Develop and maintain resources to support medical students who wish to engage in research.
 - 2.2. Promote medical student research.
 - 2.3. Support CFMS internal quality improvement.
3. The Committee, through the Chair, reports to the CFMS Board of Directors.

Composition:

4. The Committee will be chaired by the CFMS National Officer of Research (NOR) Sr., henceforth referred to as the “Chair”.
5. The Committee will be vice-chaired by the National Officer of Research (NOR) Jr., hereafter referred to as the “Vice-Chair”.
 - 5.1. In the absence of the Chair, the Vice-Chair will take on the Chair’s duties.
6. The CFMS Research Committee membership will be a skills-based team of two other non-Board CFMS members appointed by the Chair via the CFMS Nominations Committee process.
 - 6.1. If there are two NOR Jrs. and no NOR Sr., they both shall serve as CFMS Research Committee Co-Chairs, rather than general committee members as in Clause 5 of these Terms of Reference
 - 6.2. The CFMS President, CFMS Director of Education, and the CFMS Education Attaché shall serve as ex-officio non-voting members of the CFMS Research Committee.
7. Quorum shall consist of a simple majority (50% + 1) of the voting Committee membership, provided that one of the members in attendance is the Chair or Vice-Chair.
 - 7.1. Provided that quorum is met, decisions of the Committee shall be decided by a simple majority (50% + 1) vote of those in attendance. In the event of a tie, the Chair shall vote as tie-breaker.

Responsibilities:

8. The Chair is specifically tasked with the following responsibilities:
 - 8.1. The Chair shall arrange and call each Committee Meeting.

- 8.1.1. The Chair shall distribute an agenda to each Committee member before each meeting.
- 8.2. The Chair shall manage all CFMS Research Committee documentation including, but not limited to, agendas, minutes, and shared document folders.
- 8.3. The Chair, in consultation with the CFMS Director of Education and the CFMS National IT Officers, shall administer and maintain the CFMS NOR email.
9. The CFMS Research Committee is specifically tasked with the following responsibilities:
 - 9.1. The CFMS Research Committee shall provide input from all member societies on ongoing matters related to national quality improvement projects brought forth by the CFMS Board of Directors.
 - 9.2. Upon request, the CFMS Research Committee shall review and provide feedback to potential authors of CFMS publications, including posters and articles.
 - 9.3. Upon request, the CFMS Research Committee shall review and provide feedback on CFMS Board or any CFMS committee quality improvement proposals.
 - 9.4. Upon request, the CFMS Research Committee shall elect one of their members to represent the interests of the CFMS Research Committee and the CFMS general membership on a committee of the CFMS.
 - 9.5. Develop and update policies related to CFMS members and external surveys.
 - 9.6. Compile a database for students to share/collaborate with each other with regards to their medical education projects.
 - 9.7. Compile and, where necessary, develop in collaboration with CFMS portfolios, resources/tools for students interested in conducting research.
 - 9.8. Maintain the Research Highlights program.

Deliverables:

10. The CFMS Research Committee, through the Chair, shall report to the CFMS Board of Directors at their regularly-scheduled meetings (Fall, Winter, and Summer).
11. The Committee shall report to the CFMS membership as a whole at their regularly-scheduled general meetings (Spring and Annual).

Scope of Activities:

12. Advisory of CFMS quality improvement
 - 12.1. The CFMS Research Committee will develop guidelines for CFMS quality improvements, including ethical data collection, code of conduct, and policies pertaining to surveying the CFMS general membership.
13. Dissemination of research resources to the CFMS general membership
 - 13.1. The CFMS Research Committee will develop and maintain information about funding opportunities, ethical research conduct, conferences, and professional societies for the CFMS general membership.
14. CFMS member research promotion
 - 14.1. The CFMS Research Committee will support and promote CFMS member research through the Research Highlights program. The program shall be shared through the CFMS website and social media, in collaboration with the CFMS Communications portfolio.

15. The CFMS Research Committee may also provide input to CFMS advocacy activities to advocate for enhancements to medical student research funding and opportunities.
16. The Committee shall not conduct independent research or quality improvement projects.
17. The Committee shall not have the power or responsibility to execute actions of management for the Board of Directors. Certain additional powers may be explicitly delegated from time to time by the Board of Directors, as per the CFMS Delegation of Authority Policy.

Meetings:

18. At minimum, the CFMS Research Committee shall meet via teleconference within one month prior to each CFMS General Meeting.
 - 18.1. Meetings may be cancelled at the discretion of the Chair in consultation with committee members.
 - 18.2. Additional meetings may be scheduled at the discretion of the Chair in consultation with committee members.
19. Only members of the CFMS Research Committee may attend teleconferences or meetings of the CFMS Research Committee.
 - 19.1. Individuals who are not members of the CFMS Research Committee may only attend teleconferences or meetings of the CFMS Research Committee at the discretion of the Chair and with the unanimous consent of the members of the CFMS Research Committee.

Minutes:

20. The minutes of any Committee meeting shall be circulated prior to the subsequent meeting such that the Committee may approve or rectify the minutes at the aforementioned subsequent meeting.
 - 20.1. The minutes of any Committee meeting shall be made available to the CFMS Board of Directors upon request, regardless of approval status of the minutes.
 - 20.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request
 - 20.3. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

Communications:

21. Between meetings, CFMS Research Committee members may discuss committee activities through appropriate channels including, but not limited to, a Facebook group, WhatsApp, and e-mail. CFMS Research Committee members should endeavor to keep the Chair updated on any new developments.

Relationships to Other Groups:

22. The CFMS Research Committee is cross-appointed with the CFMS Education portfolio.
23. The Committee, at the discretion and direction of the Chair, may form subcommittees to facilitate ongoing Committee work. Committee members may be cross-appointed to such subcommittees at the Chair's discretion.

Related Policies and By-Laws:

24. The CFMS Research Committee 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:

25. 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 a reasonably prudent person.

Term:

26. The CFMS Research Committee shall be renewed annually by the CFMS Education Attaché.
27. Each individual member shall serve a term of approximately one year, concluding with the selection of the members of the subsequent Committee as outlined in Clause 5 of these Terms of Reference.

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.