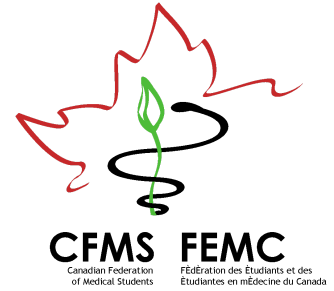


CFMS SERVICES COMMITTEE

TERMS OF REFERENCE



APPROVED BY THE CFMS BOARD OF DIRECTORS ON JULY 21, 2019

Prepared by: Sarah Zahabi, CFMS National Officer of Services (2018-2019)

Purpose:

1. The Services 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. Assist the CFMS Board of Directors in fulfilling its fiduciary and corporate governance responsibilities in relation to obtaining, maintaining and promoting member discounts.
 - 2.2. Create and manage the electives database including resources available to all CFMS members participating in away electives at other member schools.
 - 2.3. Create and manage residency interview supports including creation and dissemination of interviews surveys, reporting on the data from this survey and sharing interview preparation resources with CFMS members.
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 Services, hereafter referred to as the “Chair”.
5. The Committee will be vice-chaired by the CFMS Director of Student Affairs or the Student Affairs Attaché, 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 Committee membership will also include a skill-based team of three or more non-Board CFMS members appointed by the CFMS National Officer of Services via the CFMS Nominations Committee process.
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. Policy
 - 8.1. Review these Terms of Reference for the Committee and recommend changes to the CFMS Governance Committee and CFMS Board of Directors on an annual basis.

- 8.2. Review the organization's policies and procedures that pertain to partnerships, discounts, electives and residency interview resources and recommend changes to the CFMS Governance Committee and the CFMS Board of Directors.
9. Partnerships and Discounts
 - 9.1. Ensure that all discount partnerships are maintained
 - 9.1.1. Touch base annually with all discount partners
 - 9.1.2. Ensure partner contact information is updated internally and on CFMS website
 - 9.1.3. Ensure discount codes are updated internally and on CFMS Website
 - 9.2. Ensure dissemination of discounts to CFMS members
 - 9.2.1. Ensure that all discounts are advertised on social media as appropriate
 - 9.2.2. Ensure that all discounts are included in the CFMS Communiqué
 - 9.2.3. Ensure that all discount partners receive updates relevant to promotion of discounts
 - 9.3. Ensure data collection regarding discounts
 - 9.3.1. Collect and collate data from usage of discounts from partners annually
 - 9.3.2. Provide this collated data in the form of a report to the Finance, Audit and Human Resources committee
 - 9.4. Create new partnerships with external organizations
 - 9.4.1. Identify potential partners who may be able to offer useful and pertinent benefits to CFMS members.
10. Electives Database Management
 - 10.1. Maintain a list of school and site-specific resources for visiting elective students to use
 - 10.2. Collect relevant information for visiting elective students and update CFMS website
 - 10.3. Maintain the CFMS electives database on the CFMS website.
 - 10.4. Collaborate with members of the CFMS Representatives and Wellness Representatives Roundtables on the creation and management of data included in the electives database
11. Interviews Supports Management
 - 11.1. Maintain a list of school and site-specific resources for students to use in preparation for residency program interviews.

Deliverables:

12. The Committee, through the Chair's Service Update session, shall report to the CFMS Director of Student Affairs at their regularly-scheduled meetings (Fall, Winter, and Summer).
13. The Committee shall report to the CFMS membership as a whole at their regularly-scheduled general meetings (Spring and Annual).

Scope of Activities:

14. The Committee is empowered to engage external advisors as appropriate
15. 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:

16. At minimum, the Committee shall meet via teleconference six times a year, with one meeting occurring in each fiscal quarter.
 - 16.1. The specific timing of these meetings is at the discretion of the Chair or Vice-Chair.
 - 16.2. Additional meetings may be scheduled at the discretion of the Chair or Vice-Chair.
 - 16.3. Committee members shall review any relevant meeting materials circulated prior to a meeting such that each member is able to participate in the discussion.
17. Only members of the Committee may attend Committee teleconferences or meetings.
 - 17.1. Individuals who are not members of the Committee may only attend Committee teleconferences or meetings at the discretion of the Chair.

Minutes:

18. 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.
 - 18.1. 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.
 - 18.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request.
 - 18.3. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

Communications:

19. Between meetings, Committee members may discuss Committee activities through appropriate channels, including, but not limited to, e-mail. Committee members should endeavor to keep the Chair updated on any new developments.

Relationship to Other Groups:

20. The Committee is cross-appointed within the CFMS Student Affairs portfolio.
21. 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:

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

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 a reasonably prudent person.

Term:

24. In the absence of a motion indicating otherwise, the Committee shall be assumed to be annually renewed by the CFMS Board of Directors.
25. 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 6 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.