

**CANADIAN FEDERATION OF MEDICAL STUDENTS  
(CFMS) AWARDS COMMITTEE  
TERMS OF REFERENCE**



**Approved by the CFMS Board of Directors on April 5th, 2020**

Prepared by: CFMS Governance Committee 2019-2020

**Purpose**

1. The Awards 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 work on behalf of the CFMS’ Board of Directors to oversee all aspects of the annual Awards program, including creation of new Awards, selection of recipients, with recommendation to the Board and evaluation and revision of the program itself.

**Composition**

3. The Committee will be chaired by the Past-President, hereafter referred to as the “Chair”.
  - 3.1. After the President transitions to the Past-President role at the CFMS Annual General Meeting, they will assume the responsibilities of the Chair.
  - 3.2. A member of the Committee will be chosen by the ‘Chair’ in consultation with the group membership to serve as the “Vice-Chair”
  - 3.3. In the absence of the Chair, the Vice-Chair will take on the Chair’s duties.
4. The Committee membership shall also include seven voting members: One (1) Board member and six (6) non-Board/general CFMS members.
  - 4.1. The Chair will solicit the CFMS Board for volunteers and will select one (1) Board member to assume their position on the Committee.
    - 4.1.1. The Chair will announce the Board member selected for the Committee at the Fall Board Meeting.
  - 4.2. The non-Board/general CFMS members will include one (1) member each of the six (6) CFMS roundtables (Academic, Government Affairs, Global Health, Presidents, Representatives and Wellness) and will be selected by the respective roundtable chair.
    - 4.2.1. The respective roundtable chair will submit a nomination to the Chair at least one (1) week prior to the Fall Board Meeting.
  - 4.3. The Past-President, Board member and non-Board/general CFMS members shall hereafter be referred to as the “Committee members”.
  - 4.4. The Chair will announce the Committee membership at the Fall Board Meeting.
  - 4.5. 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.

4.5.1. 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**

### 5. *Responsibilities of the Chair*

- 5.1. Ensure the Committee reviews these terms of reference and recommends changes to the CFMS Governance Committee and CFMS Board of Directors on an annual basis.
- 5.2. Develop and oversee the Committee meeting timeline while respecting the following:
  - Organize two (2) meetings specifically to review CFMS Awards that will be awarded at AGM and SGM annually. These meetings should be held in March for SGM awards and in August for AGM awards.
  - Organize additional meetings as required to ensure the Committee is able to complete all tasks.
  - Ensure all Committee members are given at least two (2) weeks to review applications, prior to meetings.
- 5.3. Advertise CFMS Award opportunities through social media throughout the year and ensure timelines are clearly advertised to the CFMS membership and adhere to timelines as outlined below:
  - 5.3.1. The Chair opens the call to all CFMS members for four (4) weeks prior to the application deadline through social media.
  - 5.3.2. CFMS members will submit their self or peer nomination application to the Committee Chair.
  - 5.3.3. The Chair will distribute the submissions to the Committee members for a two (2) week marking period.
  - 5.3.4. The Chair gathers the marked applications from Committee members at the end of the two (2) week marking period, averages the normalized scores, and informs the Board of the results for final approval.
  - 5.3.5. Once Board approval is received, the Chair will notify the CFMS member of their selection and the respective CFMS Representative.
  - 5.3.6. Applicants shall be notified by the Chair on the final status of their application no later than six (6) weeks after the marking period is completed.
- 5.4. Distribute all received applications for CFMS Awards, to the Committee members for adjudication and then collate scores prior to each meeting.
- 5.5. Ensure all members of the Committee are involved in the review and marking of applications.
- 5.6. Consult with Committee members in planning the Committee's meeting agenda within the framework of the Committee's responsibilities and conduct meetings abiding by the following:
  - 5.6.1. Maintain the group's focus.
  - 5.6.2. Facilitate but not necessarily lead discussion.
  - 5.6.3. Stimulate group thinking and encourage and channel discussions.

- 5.6.4. Weigh the value of expressed ideas and suggestions.
  - 5.6.5. Summarize constructive suggestions.
  - 5.6.6. Seek out decisions.
  - 5.6.7. Ensure meetings minutes are created and maintained.
  - 5.7. Maintain Records and Information from meetings:
    - 5.7.1. Ensure necessary reports are prepared, and a record of Committee work is maintained;
    - 5.7.2. Remain informed regarding the progress of individual Committee project assignments;
    - 5.7.3. The Committee, through the Chair, shall report to the CFMS General Assembly at their regularly-scheduled general meetings (Spring and Annual)
  - 5.8. Thoroughly review Committee work responsibilities so that Committee member assignments can be completed effectively.
  - 5.9. Consult with the Vice President of Finance on issues regarding the Committee's budget (if a financial award is offered).
6. *Responsibilities of the Committee Members*
- 6.1. Oversee the selection of the incoming committee member from within their roundtable.
  - 6.2. Review nominees and mark them using the CFMS ranking tool.
  - 6.3. Report back to the Chair with the reviewed applications.
  - 6.4. Liaise with their respective roundtable to promote the awards.
  - 6.5. Complete application review within two (2) weeks of receiving the applications.
  - 6.6. Be accountable for being involved in all areas of the Committee's work and maintain confidentiality as appropriate.
  - 6.7. Prepare for, attend, and actively participate in all meetings and work of the Committee.
  - 6.8. Review the agenda and accompanying materials prior to attending each meeting. Seek clarification of any items that are not clear.
  - 6.9. Demonstrate professionalism, teamwork, and a spirit of cooperation.
  - 6.10. Be mindful that the Committee's work is intended to benefit the greater CFMS membership.

### **Scope of Activities**

- 7. The Committee may not form subcommittees or task forces.
  - 7.1. The Committee, due to its composition and unique task, does not follow the structure of general CFMS committees in the Delegation of Authority Policy.
  - 7.2. The authority allocated to the Committee is limited to the responsibilities listed within this Terms of Reference document and in accordance with the CFMS By-laws.

### **Minutes**

- 8. 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.s.
  - 8.1. 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.

- 8.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request.

### **Secretariat**

9. The Committee's work shall be supported by CFMS administrative staff.

### **Meetings**

10. The Committee is not required to meet in person in order to execute their duties.
11. At minimum, the Committee shall meet via teleconference at least four (4) times each year, with one (1) meeting occurring in each fiscal quarter.
  - 11.1. The specific timing of these meetings is at the discretion of the Chair or Vice-Chair.
  - 11.2. Additional meetings may be scheduled at the discretion of the Chair or Vice-Chair.
  - 11.3. Committee members shall review any relevant meeting materials circulated prior to a meeting such that each member is able to participate in the discussion.

### **Communication**

12. Committee members may discuss Committee activities through appropriate channels, including, but not limited to email. Committee members should endeavor to keep the Chair updated on any relevant developments.

### **Relationship to Other Groups**

13. The Committee members come from every CFMS roundtable, and are thus related to every CFMS portfolio.

### **Related Policies and By-laws**

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

### **Liability**

15. Each member of the Committee shall act in good faith and take into consideration all information provided to the Committee, while using the same diligence and prudence as a reasonable person. Each committee member is expected to maintain and respect the confidential nature of their responsibilities. No application or applicant may be discussed outside of direct communication with the Committee members or the Chair.

### **Term**

16. In the absence of a motion indicating otherwise, the Committee shall be assumed to be annually renewed after AGM by the CFMS Board of Directors.
17. Each Committee member shall serve on the Committee from appointment until the next CFMS Annual General Meeting.
18. Committee members may apply for a second term and this is up to the discretion of the Chair and the respective roundtable chair.
19. Committee members may be removed from office at any time by a majority vote of the Board of Directors as per CFMS By-laws.

**Award Eligibility**

20. All current CFMS members are eligible for Award Committee nomination. However, Committee members are not eligible for consideration for awards during their term. Current and past CFMS Board members will also not be considered eligible for awards.

**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.**