

# CANADIAN FEDERATION OF MEDICAL STUDENTS (CFMS) Bilingualism Committee Terms of Reference

APPROVED BY THE CFMS BOARD OF DIRECTORS ON AUGUST 30TH,  
2020

Prepared by: Yseult Gibert, CFMS Bilingualism Task Force Lead,  
2019-2020



## Background

The Canadian Federation of Medical Students (CFMS) is the representative voice of Canadian medical students to the national medical organizations, to the federal government, to the public, and to other external bodies. The CFMS represents over 8000 medical students at 15 Canadian medical schools from coast to coast. It is the mission of the CFMS to represent, support, and connect its members. The CFMS aims to communicate within its membership, as well as from its membership, to the world at large. As an ever-expanding organization, the CFMS continually strives to meet the consistent and changing needs of Canadian medical students.

## Purpose

1. The Bilingualism 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. Ensure that the translation needs of the organization are met. This includes:
    - 2.1.1. Regular translations of Social Media content.
    - 2.1.2. Regular translations of website content.
    - 2.1.3. Special translation tasks, including but not limited to the CFMS Matchbook and CFMS press releases.
  - 2.2. Promote bilingualism within the CFMS and the wider medical community.

## Composition

3. The Committee will be chaired by the CFMS Quebec Regional Director, hereafter referred to as the “Chair”.
4. The Committee membership will include a skill-based team of four or more members appointed via the CFMS Nominations Committee process.
  - 4.1. The Committee membership should be proficient in both English and French.
  - 4.2. One member of the Committee will be appointed as Bilingualism Committee Lead hereafter referred to as the “Lead”.
  - 4.3. The members may be divided into Committee Teams if the numbers are sufficient, hereafter referred to as “Team(s)”, at the discretion of the Chair.
    - 4.3.1. Each Team shall appoint a Team Leader .

## Responsibilities

5. The Chair is specifically tasked with the following responsibilities:
  - 5.1. Organize the Committee’s recruitment through the CFMS Nominations Committee process.
  - 5.2. Appoint the Lead within the members of the Committee.
  - 5.3. Organize the Committee’s activities, including setting a timeline for translation at the beginning of the year.

- 5.4. Distribute the Committee Terms of Reference following the recruitment of Committee members.
- 5.5. Ensure that the Committee reviews the Committee Terms of Reference and recommend changes to the CFMS Governance Committee and CFMS Board of Directors on an annual basis.
6. The Lead is specifically tasked with the following responsibilities:
  - 6.1. Assist the Chair in all aspects of the Committee operations, including Team formation.
  - 6.2. Distribute effectively the translation requests to the Teams via their Team Leader.
  - 6.3. Distribute completed translations in the appropriate timeline.
  - 6.4. Ensure communications between the Committee and the organization.
7. The Team Leaders are specifically tasked with the following responsibilities:
  - 7.1. Distribute appropriately translations sent by the Lead to their Team members.
  - 7.2. Reviewing all translations done by their Team before sending the final translations to the Lead within the designated timeline.
8. The team members are specifically tasked with the following responsibilities:
  - 8.1. Translating the documents sent by their Team Leader within the designated timeline.
9. The Committee is specifically tasked with the following responsibilities:
  - 9.1. Translate all appropriate documents and resources that are forwarded to the Bilingualism Committee by CFMS Board members or National Officers, within the timeline set at the beginning of the year at the discretion of the Chair.

#### **Deliverables**

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

#### **Scope of Activities**

12. This Committee is empowered to engage external advisors as it considers reasonably necessary to perform its duties only after approval by the VP Communications.

#### **Meetings**

13. At minimum, the Committee shall meet via teleconference at least three (3) times each year.
  - 13.1. The specific timing of these meetings is at the discretion of the Chair or Lead.
  - 13.2. Additional meetings may be scheduled at the discretion of the Chair or Lead.
14. Only members of the Committee may attend teleconferences or Committee meetings of the Committee.
  - 14.1. Individuals who are not members of the Committee may only attend teleconferences or meetings of the Committee, at the discretion of the Chair and with the unanimous consent of the members of the Committee

#### **Minutes**

15. 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.
16. 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.
17. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request.

### **Communication**

18. 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**

19. The Committee is cross-appointed within the CFMS Communications portfolio.

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

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

### **Liability**

21. 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**

22. In the absence of a motion indicating otherwise, the Committee shall be assumed to be annually renewed by the CFMS Board of Directors.
23. Each individual member shall serve a term of approximately one year, concluding with the selection of the members of the subsequent Committee.

### **History**

1. Originally drafted: February 2020
2. Reviewed by the Governance Committee: 16 March 2020
  - 2.1. Approved and effective: 30 August 2020
  - 2.2. Next Scheduled Review: August 2021

**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.**