

**CANADIAN FEDERATION OF MEDICAL STUDENTS
(CFMS) UNDERREPRESENTED IN MEDICINE
COMMITTEE
TERMS OF REFERENCE**



Approved by the CFMS Board of Directors on August 30th, 2020

Prepared by: Victor Do, CFMS President 2019-2020, Achieng Tago, CFMS Director of Global Health 2019-2020, Helen Teklemariam, CFMS Director of Government Affairs 2019-2020, Felipe Fajardo, CFMS Global Health Attaché 2019-2020, Henry Li, CFMS President-Elect 2019-2020

Purpose:

1. The Underrepresented in Medicine 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. Improve collaboration between different national groups formed by medical students outside of the CFMS
 - 2.2. Focus on Equity, Diversity, and Inclusivity, and the intersection between the different minority groups within medicine
3. The Committee, through the chairs, reports to the CFMS Board of Directors.

Composition

4. The Committee will be co-chaired by the CFMS Directors of Global Health and Governmental Affairs. A delegate may be designated by such Directors (such as the Global Health Attaché).
5. The Committee will be composed of:
 - 5.1. Individuals from national external groups that represent minority medical student groups within medicine
 - 5.1.1. Examples include Black Medical Students’ Association of Canada (BMSAC), and Canadian Queer Medical Student Association (CQMSA), etc.
 - 5.2. A representative each from the ART, GHRT, PRT, RRT, WRT, and GAART to provide opportunities for collaboration, to be appointed by the roundtables following the AGM;
 - 5.3. Other individuals appointed by the Chairs through the Nominations Committee process as appropriate.
 - 5.3.1 Examples include Indigenous Medical Student Representation such as the National Officer of Indigenous Health (NOIH), Local Officers of Indigenous Health (LOIHs), or a medical student member of the Indigenous Physicians Association of Canada (IPAC)

Responsibilities

6. The Chairs are specifically tasked with the following responsibilities:

- 6.1. Organize and lead meetings every month to improve collaboration between the different national groups formed by medical students outside of the CFMS.

Deliverables

7. The Chairs, through the Chairs' updates to the Director of Global Health (if a designated individual), or to the Board, will update on the work being done elsewhere and provide the opportunity for inter-organizational/portfolio collaboration.

Scope of Activities

8. Dissemination of CFMS information and updates to the various attendees. 9. The representatives are meant to bring high-level concerns wherein the CFMS can provide access to a specific table in aiding them in their goals or provide a historical perspective. 10. Collaboration between the different groups to address issues of equity, diversity, and inclusivity (EDI):
 - 10.1. To focus on EDI within medical education.
 - 10.2. To focus on EDI in medical admissions.
 - 10.3. To focus on EDI and its effects on society.
11. To provide the CFMS Portfolios (Education, GH, GA, SA, Comms, and Finances) with an intersectional lens to improve the work done within the organization.

Meetings

12. At minimum, the Committee shall meet via teleconference monthly.
 - 12.1. The specific timing of these meetings is at the discretion of the Chairs
 - 12.2. Additional meetings may be scheduled at the discretion of the Chairs
 - 12.3. Committee members shall review any relevant meeting materials circulated prior to a meeting and be prepared to provide organizational updates such that each member is able to participate in the discussion
13. Only members of the Committee may attend Committee teleconferences or meetings. 13.1. Individuals who are not members of the Committee may only attend Committee teleconferences or meetings at the discretion of the Chair.

Minutes

14. 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.
 - 14.1. The minutes of any Committee meeting shall be made available to the CFMS Board of Directors upon request, regardless of the approval status of the minutes.
 - 14.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request.
 - 14.3. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

Communication

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

Relationships to Other Groups

16. The Committee is cross-appointed within the CFMS Global Health and Governmental Affairs Portfolio.

Related Policies and By-laws

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

Liability

18. Each member of the Committee shall act in best judgement and take into consideration all information provided to the Committee, while using the same diligence and prudence as the reasonable person.

Term

19. In the absence of a motion indicating otherwise, the Committee shall be assumed to be annually renewed by the CFMS Board of Directors.
20. 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.