

# EXECUTIVE REPORT

*Stephanie Roberts  
CFMS Atlantic Regional Director  
2022 Annual General Meeting  
September 15-18, 2022*



## I. DESCRIPTION AND INTRODUCTION

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.

### **Brief Description**

The CFMS Atlantic Regional Director is responsible for representing all CFMS member schools in the Atlantic provinces to the CFMS Board. The schools are:

- Memorial University of Newfoundland
- Dalhousie University Nova Scotia
- Dalhousie University New Brunswick
- Centre de Formation Médicale du Nouveau-Brunswick

The Atlantic Regional Director will chair or attend external meetings, committees, task forces and working groups as required by their regional duties and by their attaché dyad position. They will collaborate with medical societies in the planning of Atlantic events. Finally, the Atlantic Regional Director carries out strategic duties in maintaining their fiduciary responsibilities to the CFMS.

## II. SELECTED MEETINGS ATTENDED

<b>Date</b>	<b>Meeting</b>	<b>Location</b>
April 17-18, 2021	CFMS Spring General Meeting	Virtual
April 18, 2021	CFMS Board Transition Meeting	Virtual
April 24, 2021	CFMS Board Meeting	Virtual
April 25, 2021	Meeting between Past VP Comms and ARD	Virtual
May 2, 2021	CFMS Atlantic Task Force Meeting	Virtual
May 2, 2021	VP Comms Handover Meeting	Virtual
May 8, 2021	CFMS Board Meeting	Virtual
May 8, 2021	Meeting between ARD and GH Director	Virtual
May 15, 2021	CFMS ARD Presentation at CoAMS	Virtual
May 16, 2021	Meeting between past VP Comms and ARD	Virtual
May 22, 2021	CFMS Board Meeting	Virtual
May 24, 2021	Meeting with VP Comms re: Nom Com	Virtual
June 5, 2021	CFMS Board Meeting	Virtual
June 6, 2021	CFMS Emergency Board Meeting	Virtual
June 9, 2021	CFMS Emergency Board Meeting	Virtual
June 10, 2021	Meeting with ARD BMSAC, Dami Adekunle	Virtual
June 16, 2021	Meeting with past-ARD, Kathleen MacMillan	Virtual
June 19, 2021	CFMS Board Meeting	Virtual
June 20, 2021	Meeting between past VP Comms and ARD	Virtual
June 21, 2021	Meeting between ARD and VP External DAL	Virtual
June 21, 2021	Meeting between ARD and VP External Sherbrooke	Virtual
June 27, 2021	CFMS Nom Com/By-election Strategic Planning	Virtual
June 30, 2021	CFMS Atlantic Region Nom Com Info Session	Virtual
June 30, 2021	CFMS Board Statement Writing Meeting	Virtual

July 3, 2021	CFMS Board Meeting	Virtual
July 10, 2021	CFMS Special General Meeting Run-through	Virtual
July 11, 2021	CFMS Special General Meeting	Virtual
July 19, 2021	Meeting between ARD and VP Comms	Virtual
July 21, 2021	Meeting between CMA and CFMS	Virtual
July 27, 2021	Meeting between CFMS President and ARD	Virtual
July 31, 2021	CFMS Board Meeting	Virtual
August 1, 2021	CFMS Representatives Roundtable (RRT) Meeting	Virtual
August 1, 2021	Meeting between ARD and VP External MUN	Virtual
August 28, 2021	CFMS Board Meeting	Virtual
September 2, 2021	Recruitment Planning Meeting: ARD and VP Comms	Virtual
September 9, 2021	Recruitment Planning Meeting: ARD and VP Comms	Virtual
September 11, 2021	CFMS Recruitment Meeting with Board	Virtual
September 13, 2021	CFMS RRT Meeting	Virtual
September 15, 2021	Recruitment Planning Meeting: ARD and VP Comms	Virtual
September 21, 2021	Strategic Planning Session: AMSA	Virtual
September 25, 2021	CFMS Board Meeting	Virtual
October 3, 2021	AGM Planning Meeting: ARD and VP Comms	Virtual
October 4, 2021	CFMS C2023 Advisory Group Meeting	Virtual
October 8, 2021	Recruitment Planning Meeting: ARD and VP Comms	Virtual
October 11, 2021	Recruitment Planning Meeting: ARD and VP Comms	Virtual
October 14, 2021	Royal College RAC Orientation	Virtual
October 19, 2021	Pre-AGM Meeting	Virtual
October 23-24, 2021	Annual General Meeting (AGM)	Virtual
October 31, 2021	CFMS RRT Meeting	Virtual
November 20, 2021	CFMS Board Meeting	Virtual
December 12, 2021	CFMS RRT Meeting	Virtual
December 20, 2021	ATF Meeting	Virtual

January 9, 2022	CFMS RRT Meeting	Virtual
January 16, 2022	CFMS Board Meeting	Virtual
February 6, 2022	CFMS Recruitment Meeting	Virtual
February 10, 2022	SGM Planning Committee Meeting	Virtual
February 13, 2022	CFMS RRT Meeting	Virtual
February 19, 2022	CoAMS Lead Meeting	Virtual
February 23, 2022	Canadian Undergraduate Surgical Education Committee (SEC)	Virtual
February 27, 2022	CFMS Board Meeting	Virtual
March 1, 2022	The Rounds Feedback Session	Virtual
March 13, 2022	CFMS RRT Meeting	Virtual
March 25-27, 2022	CFMS Winter Board Meeting	Ottawa, ON
April 12, 2022	Meeting with ARD Election Candidate	Virtual
April 22-23, 2022	CFMS Spring General Meeting	Calgary, AB
June 9-11, 2022	CFMS Summer Board Meeting	Montreal, QC
June - August 2022	Multiple (6-8) Meetings with ARD Candidates	Virtual
June 26, 2022	RRT	Virtual
August 7, 2022	Special General Meeting (By-election)	Virtual
August 28, 2022	RRT	Virtual
September 11, 2022	CFMS Collaborative Summit	Virtual

### III. ACTIVITIES OF THE ATLANTIC REGIONAL DIRECTOR

#### 1. Atlantic Task Force (ATF)

- Responsible for chairing and setting the strategic direction of the ATF.
- Completion and release of Physician Recruitment and Retention Toolkit 2020-22.
- Special acknowledgement to all members of the ATF 2020-22, particularly previous Atlantic Regional Directors, Kathleen MacMillan, ARD 2020-21 and Clara Long, ARD 2019-20, for their leadership in chairing the ATF and completing the recruitment and retention initiatives project.

#### 2. Conference of Atlantic Medical Students (CoAMS)

- Responsible for supporting the organization of the annual Conference of Atlantic Medical Students (CoAMS).
- Ongoing collaboration with CoAMS Planning Committee to discuss support for CoAMS.

### 3. **Royal College Regional Advisory Committee for Atlantic Region (RAC 5)**

- Responsible for representing Atlantic medical students at the Royal College Regional Advisory Committee (RAC) 5.
- Orientation completed for RAC 5.
- Attended Fall and Spring RAC 5 Meetings.
- Attended Royal College Theme Based Meeting.

### 4. **Atlantic Project Development**

- As deemed necessary by CFMS Atlantic medical student members, assist Atlantic medical students in the development of projects and initiatives.
- Hosted a virtual Strategic Planning Session for Atlantic medical students in September 2021 to identify and discuss current needs of students.
- Consulted previous Atlantic Regional Directors; Kathleen MacMillan and Dax Bourcier.
- Consulted CFMS Representatives and student leaders at each of the four Atlantic medical schools.
- Discussion points among the aforementioned consultations included:
  - Challenge for Atlantic medical students to become involved with national opportunities.
  - Atlantic medical students are commonly underrepresented at a national level.
  - The Atlantic region is frequently overlooked in national decision making.
  - Atlantic students are uniquely affected by national decisions for various reasons:
    - Smaller student populations
    - Segregation of medical schools
    - Limited specialty exposure
  - Associations for medical students exist elsewhere (i.e. OMSA).
  - Important to have a strong platform to highlight our differences to the rest of Canadian medical students.
  - Previous Atlantic Task Force had similar aims and purposes.
  - Promote unity to strengthen our voice as an Atlantic region.
- Decision to found the first **Canadian Atlantic Medical Students Association (CAMSA)**.
  - Purpose of uniting Atlantic medical students to promote representation, collaboration, networking, and advocacy initiatives at a regional and national level.
- Recruited the founding CAMSA team consisting of eight medical students from across Atlantic Canada.
  - Constructed CAMSA By-laws and Terms of Reference (ToRs).
  - Received NPO status with Corporations Canada.
  - Hosted a Special Election on July 6, 2022 to elect the first CAMSA Board of Directors.
- Elected as CAMSA President by Atlantic students attending the Special Election.
- Hosted two CAMSA Board of Directors Meetings in August and September 2022.
- Currently working to finalize formal partners of the CAMSA, including the CFMS.
- Incoming Atlantic Regional Director to serve as an honorary, non-voting member of

the CAMSA to act as a direct liaison with the CFMS Board of Directors.

- The CAMSA Board of Directors attended the first CFMS Collaborative Summit in September 2022 hosted by incoming CFMS President, Montana Hackett.

#### **IV. ACTIVITIES RELATED TO THE ROLE OF ATTACHÉ OR OTHER BOARD ROLES**

##### **1. Communications Portfolio**

- **RRT**
  - Responsible for chairing CFMS Representatives Roundtable (RRT).
  - Responsible for the organization of monthly meetings.
  - Responsible for serving as a liaison between RRT and the CFMS Board.
  - Responsible for assisting the CFMS VP Communications in providing direct communication with the RRT.
- **Recruitment**
  - Organized Spring Recruitment 2021, Fall Recruitment 2021, Spring Recruitment 2022 in collaboration with the CFMS VP Communications, Director of Government Affairs and the CFMS Board of Directors as a whole.
  - Served as a liaison between the Bilingualism Committee and CFMS Board in regards to translation of recruitment materials.
  - Supported Portfolio Directors on an as needed basis throughout the recruitment period.
- **Restructure of the CFMS Nominations Committee**
  - Worked in collaboration with VP Communications to restructure “Nom Com” to be known as “CFMS Recruitment”.
  - Presented a new recruitment plan with VP Comms to CFMS Board.
  - Proposed and implemented a singular, integrated approach for recruitment to allow for equity across all Portfolios.
  - Proposed the development of a Selections Committee to invite general members to be part of the CFMS marking period.
  - Worked with VP Comms and former Director of Education to create training materials for the Selections Committee.
  - Designed recruitment form and position spreadsheets with VP Comms.
  - Anonymized applicants received via Seasonal Recruitment applications.
  - Communicated instructions to all CFMS Markers including the Selections Committee and provided each person with an individual, private spreadsheet to mark applicants.

##### **2. Canadian Medical Association (CMA)**

- Participated in restructuring and election discussions with CMA Board Members alongside other CFMS Board members prior to CMA AGM 2021.

##### **3. Calls to Action**

- **Immediate Action Item 6:** Take swift action to fill in the vacant positions, post-resignation, with interim Board members via application as per the relevant bylaws. The CFMS should prioritize candidates who are Black, Indigenous or people of

color in the process of filling in vacant positions, in recognition of Canada's legacy of slavery and colonization that continues to perpetrate inter-generational trauma and social inequities.

- Organized the **Special General Meeting** on July 11, 2021 to fill the vacant positions of ORD, QRD, President, and VP Comms:
  - Created and distributed graphics via CFMS social media and RRT related to the Special General Meeting in an effort to increase awareness of the position opportunities.
  - Created and drafted all CFMS website updates pertaining to the Special General Meeting.
  - Worked in collaboration with Western Regional Director (WRD) and former Director of Education to draft an agenda for the Special General Meeting.
  - Hosted a Special General Meeting Run-Through Session for all Board members.
  - Created Welcome and Update Presentation for Special General Meeting.
  - Provided all members of RRT with information regarding students attending from each school.
- **Recommendation 3:** Create an inclusive culture free of anti-Indigenous racism that amplifies the strengths and resilience of Indigenous communities.
  - **3.1** Promote a culture of “speaking-up” that encourages CFMS Board, Executives and general members active on committees, task forces and working groups to identify and disclose anti-Indigenous racism and microaggressions (Turpel-Lafond) so that this burden doesn't fall to Indigenous members.
    - Opened RRT meetings with an ask of *all* members to be respectful of the thoughts, ideas, and feelings of other members in effort to promote a culture of “speaking-up”.
    - Set an expectation to RRT members that no form of disrespect (including anti-indigenous racism or forms of microaggression) will be tolerated at RRT meetings.
    - Encouraged members to consult with ARD as Chair of RRT Meetings privately if uncomfortable voicing opinions during meetings.
    - Offered to be available for private meetings if required by any member of RRT.
  - **3.2** Develop and implement an Indigenous cultural protocol for:
    - **3.2.2** Land acknowledgements, which must be conducted at every in-person or online meeting.
      - Opened each RRT meeting with a Land Acknowledgement and provided RRT members with a resource to identify the lands in which they are situated.
- **Recommendation 5:** Increase Accountability and Transparency to Indigenous Medical Students and the larger CFMS General membership.
  - Developed Board Values Statement with WRD and former Director of Education to express transparency to membership.
  - Ensured Board Values Statement and Portfolio Directors' Values Statement were published to the CFMS website.
  - Liaised with the Bilingualism Committee to ensure Statements were available in English and French.

- Published the Investigation Update to CFMS Twitter and Facebook pages.
- Worked in collaboration with VP Comms and former Director of Education to establish a Selections Committee (SC) to mark applicants received from CFMS Fall Recruitment 2021. The SC provided general membership with the opportunity to take part in the selection process and have access to the CFMS marking rubric.

## V. REFLECTIONS AND CONCLUSIONS

To our CFMS Membership,

I have included this brief statement in each of my Board Reports as it remains to be true:

I am extremely grateful for the opportunity to contribute to the ongoing development of the “new” CFMS vision, and I have remained dedicated to continuing our efforts with both our original and new teammates. Although difficult, this year has pushed me outside of my comfort zone in many ways, and I believe I have grown both personally and professionally as a result of it. I recognize that our membership has taught me the most, and as a team, I hope we can continue to listen, advocate, and act in accordance with your values and goals for the future of CFMS.

Furthermore, as a member of the CFMS Board of Directors for the past 18 months, I encourage medical students, particularly those from the Atlantic region, to run for a national position on future CFMS Boards. The Atlantic Canadian medical student perspective is heavily underrepresented and it is up to you and I to continue to represent and advocate for the unique needs of our population. I hope my term as Atlantic Regional Director has inspired my peers and enhanced their confidence to fulfill leadership roles on both a regional and national level. I believe our student perspective is invaluable, and I encourage the Atlantic leaders who come after me to avail of this opportunity to increase awareness of the heavily differing medical school experiences in Canada.

I wish the CFMS Board of Directors 2022/23 the most success,

Best Regards,

*Stephanie Roberts*

Stephanie Roberts

M.D. Class of 2023, Faculty of Medicine, Memorial University of Newfoundland

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I respectfully acknowledge I live and work as a settler on the ancestral homelands of the Beothuk, Mi'kmaq, Innu, and Inuit on the island of Newfoundland & Labrador.