**Health and Environment Adaptive Response Task Force**

**Terms of Reference**

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*Connecting*

The Canadian Federation of Medical Students (CFMS) is the national body of Canadian Medical Students. One facet of the CFMS mission involves connecting medical students with their societies and other health organizations advancing healthy public policy. The organization is in a unique position to facilitate discussion on issues of environment and health, including climate change, both internally and externally.

*Supporting and Representing*

Being the national voice of Canadian medical students to national organizations principle in medical education and public policy, CFMS can support its members by communicating and representing the views of its membership. This can serve to promote excellence in medical education with respect to climate change and health as well as mobilizing the medical student voice on these issues.

*Proposal*

1. The Canadian Federation of Medical Students (CFMS) formally establishes the ‘Health and Environment Adaptive Response Task Force (HEART).’

*Composition*

1. The CFMS Chair of HEART will serve as both a member and chair of HEART and will henceforth be referred to as the ‘HEART Chair’
	1. The HEART Chair will manage all committee documentation including but not limited to meeting agendas, minutes, and shared document folders.
	2. The HEART Chair will be a non-voting member of the HEART.
	3. In the case of a tied-vote, it is the Chair’s duty to cast one (1) vote to determine the result of the vote.
	4. The HEART Chair will report, in writing or in person, twice yearly at the general meetings, and more frequently as needed, to the CFMS General Assembly.
	5. The HEART Chair will serve as a CFMS representative to external organizations on Environment and Health related issues, at the discretion of the CFMS Executive
2. The CFMS Vice-President Global Health will serve as a member of the HEART
	1. The CFMS Vice-President Global Health is elected as part of the CFMS Executive elections at each Annual General Meeting.
	2. The CFMS VP GH in lieu of sitting on this committee, can appoint a member of Global Health Committee
3. The CFMS Vice-President Education will serve as a member of the HEART
	1. The CFMS Vice-President Education is elected as part of the CFMS Executive elections at each Annual General Meeting.
	2. The CFMS VP Education in lieu of sitting on this committee, can appoint a member of Medical Education Committee.
4. The CFMS Vice-President Government Affairs will serve as a member of the HEART
	1. The CFMS Vice-President Education is elected as part of the CFMS Executive elections at each Annual General Meeting.
	2. The CFMS VP Government Affairs in lieu of sitting on this committee, can appoint a member of the Government Affairs and Advocacy Committee.
5. The HEART will additionally be composed of between three (3) and eight (8) members-at-large.
	1. Members-at-large will be selected from the pool of CFMS member applicants by the CFMS Nominations Committee following its established selection practices.

*Responsibilities*

1. The HEART chair is responsible, along with the CFMS VP Medical Education, VP Global Health, and VP Government Affairs, for the HEART portfolio.
2. The HEART will advise the CFMS Executive on matters related to the environment and health, including climate change and health.
3. The HEART is specifically tasked with, but not limited to, the following responsibilities:
	1. Informing medical students and their educational institutions of the role of health systems in climate change, both as a positive mitigator and a contributor
	2. In partnership with CFMS general members and GAAC, the HEART should advocate for public policy which mitigates environmental health risks in an equitable and evidence-based strategy
	3. Advises CFMS on organizational best practices to minimize environmental impact
4. The HEART will not act as a decision making body on behalf of the General Assembly of the CFMS. They may offer evidence-based recommendations to the CFMS Executive and/or General Assembly.

*Oversight*

1. The HEART, through the HEART Chair, will report to the CFMS President and Executive Board at regular scheduled meetings of the CFMS Executive.

*Meetings between CFMS SGM and AGM*

1. The HEART will meet via tele-conference once monthly between the CFMS Annual General Meeting and the CFMS Spring General Meeting.
	1. Meetings may be cancelled at the discretion of the HEART Chair in consultation with committee members.
	2. Extra meetings may be added at the discretion of the HEART Chair in consultation with committee members.
2. The HEART will meet on an as-needed basis between the CFMS Spring General Meeting and the CFMS Annual General Meeting.

Proposed Budget for the HEART

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| Project | Amount |
| Promotional materials (infographics, videography, cost of educational campaign) | $800 |
| Local student initiative grants1. Distributed regionally
2. Application process managed and determined by the HEART
 | $2000 |
| Teleconference | $200 |
| Total | $3,000 |