

CFMS NOMINATIONS COMMITTEE – TERMS OF REFERENCE

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Background

The Canadian Federation of Medical Students operates a robust and continuous process of nominating and selecting medical students to act as external representatives to other partner medical organizations or to serve internally on various portfolios. With these nominations occurring throughout the year, there has existed a need for a group of individuals to dedicate time and interest in reviewing applications and choosing the most appropriate individuals for these positions.

In the past, this need has been met by the executive members of the CFMS reviewing applications when they relate to their personal portfolio or, more commonly, on an *ad hoc* basis. Being dependent on executive members to complete reviews of applications means that medical students with already busy portfolios are tasked with peripheral work that may distract them from being able to most efficiently contribute to the CFMS.

At the same time, the General Assembly at the 2013 Spring General Meeting of the CFMS in Quebec City made it clear that they were looking for ways to become increasingly involved with the CFMS. Their willingness to contribute their time and energy to various projects is an important call to the CFMS to engage its members and representatives meaningfully.

Following the successful resolution in 2013 for a one-year trial of the Nominations Committee, this group has played an integral role in the selection of student members to the various CFMS committees, representatives to external organizations, and award winners. Our CFMS and Regional Representatives have been able to actively engage with their national medical student organization, offering local and regional representation to all CFMS executive. The Nominations Committee has delivered timely reporting of application results, providing an invaluable service to the CFMS.

Mandate

1. The CFMS Nominations Committee shall be responsible for the selection of new CFMS internal positions, external representatives to partner medical organizations, and award winners.
 - 1.1. The elections in question are those that are held as open calls to all CFMS members.
 - 1.2. The Executive Board retains the right to nominate individuals without use of the Nominations Committee when it deems it unnecessary to use the formal process. This includes examples of when the CFMS is requested to nominate an individual to a high-ranking external committee and the decision is made to send the President of the CFMS.

Composition

2. The Nominations Committee will be chaired by two of the CFMS Regional Representatives.
 - 2.1. These individuals will be determined following the election of the new Executive at the Annual General Meeting.
3. The composition of the Nominations Committee shall include the following members:
 - 3.1. Two CFMS Representatives (VP Externals) from each member school medical society
 - 3.1.1. These members may not be CFMS Executive Members
 - 3.2. Each of the CFMS Regional Representatives (Western, Ontario, Quebec, Atlantic)
4. At times when the portfolio in question relates to a specific portfolio (ie – Education), the Nominations Committee will request that pertinent CFMS Executive Member to aid in evaluating applicants, although the decision to participate is that of the Executive Member. It is the responsibility of the Nominations Committee to communicate with the Executive Member and send relevant applications on for evaluation.

Responsibilities of the Nominations Committee Chairs

5. Oversee the selection of new appointees and report back to the Executive on any news related to this committee.
6. Receive and anonymize all applications and distribute to the Nominations Committee for adjudication
 - 6.1. Resultantly, they should not be involved with ranking individuals but will instead act as the contact person for applicants and for receiving evaluations from the members of the Committee.
7. Liaise with pertinent Executive Members to ensure appropriate input to relevant positions
 - 7.1. Pertinent Executive Members should be invited to submit a unique scoring rubric for any position
 - 7.2. Pertinent Executive Members may request to interview candidates or view applications of candidates (see 16)
 - 7.3. In the case where a member of the Nominations Committee or an Executive Member has concerns of professionalism regarding a candidate, such concerns will be shared with the Nomination Committee Chairs to review whether the candidate's application should be disqualified.
 - 7.4. Final nomination decision shall be made collaboratively between the Nominations Committee and the Executive Member.
8. Manage the documentation involved with the nominations process.
9. Collate scoring from the Nominations Committee, normalizing for variations in adjudicator scoring.
10. Update local organizational charts to inform general membership on committee members from each of the CFMS member schools.

Adjudication of Applications

11. All adjudicators will score on the same predetermined marking rubric as developed by the pertinent executive members and the Nominations Committee co-Chairs.
12. It is suggested that there be three individuals reviewing a set number of applications and that these individuals be from different medical schools and representative of different regional areas within Canada. At minimum, two members of the Nominations Committee should adjudicate the anonymized applications.
 - 12.1. Applications shall be scored independently from each other (i.e. each scorer should be blinded to the other scorer's marks)
13. Scores should be normalized to correct for adjudicator variability, taking into account mean score and standard deviation for each adjudicator
14. In the event of a tie, another Nominations Committee member should score the applications independently.
15. The candidate receiving the highest average score will be awarded the position
16. For positions for which the pertinent Executive Member has requested an interview, the Nominations Committee should score applications and provide the Executive Member with the names and contact information of the highest scoring applicants (suggested 2-5) for further consideration by the Executive Member.
 - 16.1. The Executive Member should not be provided with the applicant's written application to avoid inadvertently weighting the written application twice.
 - 16.2. The applicant should be selected based on an equal weighting of the Nominations Committee score and the Executive Member's interview score.

Responsibilities of the Nominations Committee Members

17. Review the applications for the positions that are forwarded to the Nominations Committee by the Executive Board.
18. The committee should operate in such a way that different individuals are requested to review applications on a regular basis to ensure a representative voice from across the country in the selection process of our nominees.

Oversight

19. The Nominations Committee through the lead Executive Representative will report to the CFMS Executive Board at the regularly scheduled meetings of the CFMS. Changes to the Nominations Committee should also be reviewed by the Executive Committee.

Overall, this proposed CFMS Nominations Committee will effectively engage our membership and make most efficient use of the human resources available to the CFMS. It will aim to provide a rapid, consistent, fair, and well-governed approach to the nomination of medical students to internal positions or as representatives to other partner medical organizations.