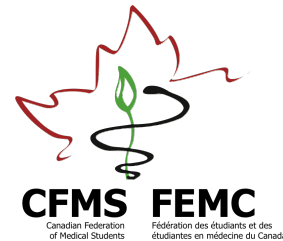


GOVERNANCE COMMITTEE REPORT

Franco Rizzuti, Co-chair

2018 Spring General Meeting Report

April 27th – 28th 2018, Halifax NS



I. DESCRIPTION OF COMMITTEE

The Governance Committee is a standing committee of the Board of Directors (the “Board”) of the Canadian Federation of Medical Students (“CFMS”) and must be comprised of at least three Board members and three non-board members.

The Governance Committee will be a support committee for both the General Assembly and Board in developing and overseeing governance processes for the Federation.

The CFMS is a registered Canadian Not-For-Profit (NFP) as per the Canadian Not-for-Profit Corporations Act (the ‘Act’) as such is required to follow regulations set there forth.

II. RESPONSIBILITIES

Subject to the duties and responsibilities of the Board and to the requirements of the Act, as per Bylaws, will perform the following duties:

1. Governance Documents and Initiatives

- Develop and recommend to the Board and/or General Assembly, as per Bylaws & the Act, for approval, the By-laws and governance-related policies of the Federation.
- Following consultation with the Executive Director/General Manager and Board Chair, develop terms of reference for the Board.
- Through delegated authority of the Board and Membership, ratify all Terms of Reference (ToR), as well as, revisions of Federation committees or Task Forces ToRs.
- Ensure that all committees have ToRs, which undergo bi-annual review and revision, if necessary.
- Support the Federation in development of policies, procedures, and processes where appropriate
- Monitor and report to the Board with respect to the implementation of the governance-related policies.

2. General Assembly

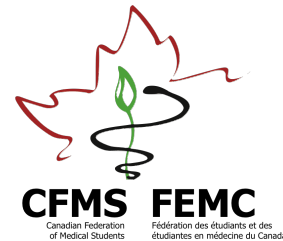
- Provide Expertise to members of the General Assembly and the Board regarding Act requirements and operations aspect of General Meetings.
- Serve as the body to address formal complaints and concerns regarding the General Meetings of the members. Complaints should be made to the Chair of GC within seven (7) days of the meeting.

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3. Board and Committee Effectiveness

- Ensure Committee Chairs and the Board deliver a report biennially at General Meetings.
- In partnership with Board Chair and Committee Chairs, assess and support their needs with regards to items including, but not limited to, frequency and location of Board and Board Committee meetings, meeting agendas, reports, information and discussion papers, and the conduct of meetings.

4. Directors' Orientation

- Support the President, Board Chair, and General Meeting Chair in developing orientation resources.

III. STRATEGIC PLAN PRIORITIES

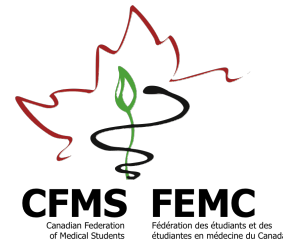
Strat Plan Item	Description	Timeline	Bylaw	Action
1.1	Create Delegation of Authority Policy	2017-2019	37	Policy Under Development ETA: AGM 2018
1.2	Governance committee	2017-2018	TBD	Struck & operational
1.5	GM reform	2017-2022		Policy Under Development ETA: AGM 2018
1.7	Transparent decision-making framework	2017-2019	37	Policies Under Development -Delegation of Authority Framework -Board Terms of Reference -Policy on Policies & Procedure ETA: AGM 2018
1.8	FAHRC	2017-2018	79	COMPLETE
1.9	ToRs for all committees	2017-2022 should be done for 2018	Multiple	In progress ETA: Summer Board Meeting
1.11	Committee chair responsibilities	2017-2019	40	Needs to be included in the Delegation framework ETA: AGM 2018
1.12	Increase votes of institutional members from 2 to 3	2018-2020	4,6 and others	Motion at SGM 2018
1.13	Resolutions Task Force	2017-2018	NA	Work Complete To be integrated in GM Policy ETA: AGM 2018

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2A.1	Change of electoral schedule	2018	45	Motion at SGM 2018
2B.1	ToRs review	2018	NA	In progress ETA: Summer Board Meeting
3.1	Past-president to chair board	2017	Multiple	COMPLETE as per AGM2017 bylaw revision
3.2	Change of VPs to Directors	2017	Multiple	COMPLETE as per AGM2017 bylaw revision
3.5	Implement Dyad Model	2018-2019	85	Trial implemented as per AGM2017 bylaw revision Formal proposal at SGM 2018

III. WORKPLAN

On-going work to be completed for Summer Board Meeting (June 2018)

1. Templates
2. Ensure all committees have ToRs
3. Ensure all positions have ToRs/descriptions

Core Policy Development Efforts to be complete for AGM2018

1. Create Delegation of Authority Framework
2. Create Policy on CFMS Policies & Procedures
3. Create CFMS Board ToRs
4. Create Elections policy
5. Solidify General Meetings Policy (integrating efforts of Resolutions Task Force, GA, NOHP, COHP)

Acquisition of contract staff and governance expertise to expedite the revision process

Revision to GC ToRs and review for AGM 2018 as per AGM2017 motion

Post AGM 2018 projects, policy revisions:

1. Privacy policy (2008)
2. Finance, Investments, Travel & Sponsorship Policies

Respectfully submitted on behalf of Governance Committee

Dr. Franco A. Rizzuti

Past-president & GC Co-chair