

EXECUTIVE REPORT

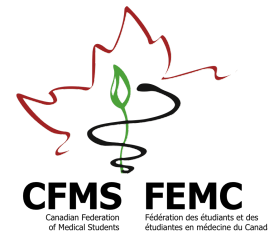
Yseult Gibert

CFMS Quebec Regional Director

CFMS Vice President Communications & NOIT Interim

2021 Spring General Meeting

April 17-18th, 2021, Virtual



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.

Quebec Regional Director - Brief Description

The CFMS Québec Regional Director is responsible for representing all CFMS member schools in Quebec. The school is:

- McGill University.

The Québec Regional Director also represents individual CFMS members who are from other Quebec medical schools. The Québec 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 Québec events. Additionally, the Québec Regional Director carries out strategic duties in maintaining their fiduciary responsibilities to the CFMS. Finally, the Québec Regional Director serves as a liaison between the CFMS and the Fédération Médicale Étudiante du Québec (FMEQ).

Yseult Gibert is also the Vice-Chair of the Board, and is cross-appointed with the Communications portfolio. She additionally fulfilled the Vice-President Communications and National Information Technology Officer responsibilities since January 2021. Please find their descriptions below.

Vice President Communications - Brief Description

From the CFMS bylaws, the VP Communications shall:

- a) Promote the CFMS and its services
- b) Publicize the activities of the CFMS
- c) Facilitate communications within the CFMS
- d) Keep or cause to be kept meetings of all minutes of the CFMS Board and of General Meetings
- e) Oversee online activities of the CFMS (including Website, Facebook, Twitter, Instagram, and LinkedIn accounts)

In practice, the VP Communications guides the internal and external communications of the CFMS and manages the public profile of the Federation. They promote the activities of the CFMS, as well as the successes and advocacy efforts of medical students across Canada. They are responsible for maintaining regular contact with medical school representatives, engaging individual members of the CFMS, and communication with external organizations when this responsibility falls outside of the duties of the President. They also serve as the Co-Editor of the CFMS Annual Review magazine and oversee the

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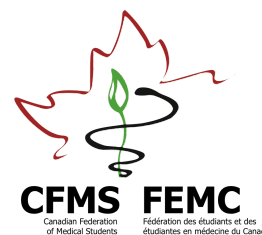
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CMAJ Student Humanities Blog. The VP Communications is the contact person for any news media requests.

Yseult also served as the Interim CFMS Executive Vice-President, assisting Henry Li (CFMS President) in his duties. Furthermore, she served as the Interim National Officer Information Technology.

II. SELECTED MEETINGS ATTENDED

Date	Meeting	Location
Sept 19-20th, 2020	CFMS Annual General Meeting	Virtual
Sept 21st, 2020	CFMS Board Mentor Program with Alumni Chair (Henry Annan)	Virtual
Sept 26th, 2020	CFMS Introduction meeting with President (Henry Li)	Virtual
Sept 26th, 2020	CFMS handover with past Quebec Regional Director (Corinne Cécyre-Chartrand)	Virtual
Sept 27th, 2020	CMA-Qc Student committee introduction (Salma Rehimini)	Phone call
Oct 1st, 2020	CFMS Attaché Dyad handover (Clara Long)	Virtual
Oct 3rd, 2020	FMEQ introduction with FMEQ President (Catherine Lajoie)	Virtual
Oct 3rd, 2020	CFMS Communications Dyad Introduction meeting with VP Communications (Vivian Tan)	Virtual
Oct 4th, 2020	CFMS Board Vice-Chair introduction with Past President & Board Chair (Victor Do)	Virtual
Oct 10th, 2020	IFMSA-Qc General Assembly	Virtual
Oct 11th, 2020	CFMS Regional Directors meeting for Roundtables	Virtual
Oct 17th, 2020	RRT 1 meeting	Virtual
Oct 18th, 2020	FMEQ meeting	Virtual
Oct, 18th, 2020	Vice-Board chair meeting with President, Executive Vice-President and Board Chair	Virtual
Oct 18th, 2020	Monthly Board meeting	Virtual
Oct 19th, 2020	Bilingualism Committee Lead handover	Virtual
Oct 19th, 2020	President check-in with transition	Virtual

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Oct 21st, 2020	NAS communication strategy with President, VP Communications, Director Education, Attaché Education	Virtual
Oct 24-25th, 2020	Board Professional Development Session	Virtual
Oct 24th, 2020	MDFM Board introduction meeting	Virtual
Oct 25th, 2020	Board EVP Legal and Governance from CMA	Virtual
Oct 26th, 2020	Vice-Board chair meeting with President, Executive Vice-President and Board Chair	Virtual
Oct 30th-Nov 1st, 2020	Fall Board Meeting	Virtual
Nov 5th, 2020	Alumni Meeting with Lucy Luo	Montreal, QC
Nov 8th	Vice-Board chair meeting with President, Executive Vice-President and Board Chair	Virtual
Nov 11th, 2020	CMA-Qc Student Committee meeting	Virtual
Nov 14th, 2020	RRT 2	Virtual
Nov 15th, 2020	Communication Committee meeting	Virtual
Nov 15th, 2020	Communications platform discussion with Atlantic RD (Kathleen McMillan), Western RD (Khaldon Abbas) and Student Affairs Director (Lucas King)	Virtual
Nov 15th, 2020	Communications dyad meeting with VP Communications (Vivian Tan)	Virtual
Nov 21st, 2020	Meeting with Bilingualism Committee Lead	Phone call
Nov 22nd, 2020	CMA-Qc Student Committee meeting	Virtual
Nov 22nd, 2020	Vice-Board chair meeting with President, Executive Vice-President and Board Chair	Virtual
Nov 22nd, 2020	Monthly Board meeting	Virtual
Nov 24th, 2020	Board meeting	Virtual
Nov 24th, 2020	Communications dyad meeting with VP Communications (Vivian Tan)	Virtual
Nov 25th, 2020	Vice-Board chair meeting with President, Executive Vice-President and Board Chair	Virtual

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Nov 28th, 2020	Board meeting	Virtual
Nov 30th, 2020	Vice-Board chair meeting with President, Executive Vice-President and Board Chair	Virtual
Dec 2nd, 2020	CMA-Qc Student Committee meeting	Virtual
Dec 3rd, 2020	McGill meeting with MSS General Council	Virtual
Dec 5th, 2020	Board meeting	Virtual
Dec 6th, 2020	RRT debrief	Virtual
Dec 6th, 2020	Volunteer Strategy Working Group with President Henry Li and Student Affairs Director Lucas King	Virtual
Dec 7th, 2020	Debrief with President Henry Li	Virtual
Dec 7th, 2020	Communications meeting with Vice-President of Communications Vivian Tan	Phone call
Dec 8th, 2020	Communications platform discussion with Atlantic RD (Kathleen McMillan) and Western RD (Khalidon Abbas)	Virtual
Dec 9th, 2020	Communications dyad meeting with Vice-President of Communications Vivian Tan	Phone call
Dec 12th, 2020	RRT 3	Virtual
Dec 12th, 2020	Vice-Board chair meeting with President, Executive Vice-President and Board Chair	Virtual
Dec 13th, 2020	Board meeting	Virtual
Dec 16th, 2020	Bilingualism Committee meeting	Virtual
Dec 17th, 2020	Governance Affairs & Comms meeting	Virtual
Dec 17th, 2020	Communications dyad meeting with Vice-President of Communications Vivian Tan	Virtual
Dec 18th, 2020	Website working group meeting	Virtual
Dec 19th, 2020	Board Meeting Debrief	Virtual
Dec 23rd, 2020	Governance Affairs & Comms meeting	Virtual
Jan 4th, 2021	Vice-Board chair meeting with President, Executive Vice-President and Board Chair	Virtual

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Jan 8th, 2021	Winter Board pre-Meeting	Virtual
Jan 9th, 2021	RRT 4	Virtual
Jan 10th, 2021	Winter Board Meeting Day #1	Virtual
Jan 11th, 2021	CMA-Qc Student Committee meeting	Virtual
Jan 11th, 2021	National Officer Debrief meeting	Virtual
Jan 11th, 2021	GHRT Debrief meeting	Virtual
Jan 11th, 2021	CFMS EDI work consultation	Virtual
Jan 12th, 2021	Board meeting	Virtual
Jan 13th, 2021	Additional Board meeting	Virtual
Jan 14th, 2021	Meeting with MSS President Dennis Rompotinos	Phone call
Jan 17th, 2021	FMEQ meeting	Virtual
Jan 17th, 2021	Winter Board Meeting Day #2	Virtual
Jan 18th, 2021	Communications and Executive Vice-President Transition 1	Virtual
Jan 24th, 2021	Communications and Executive Vice-President Transition 2	Phone call
Jan 27th, 2021	Debrief with CFMS President Henry Li	Phone call
Jan 30th, 2021	Debrief and planning with Communications portfolio	Virtual
Jan 31st, 2021	Board meeting	Virtual
Feb 2nd, 2021	CMA-Qc Student Committee meeting	Virtual
Feb 5th, 2021	Government Affairs newsletter meeting with GA Communications coordinator	Virtual
Feb 5th, 2021	Debrief meeting with CFMS President Henry Li	Virtual
Feb 7th, 2021	NOIT transition	Virtual
Feb 13th, 2021	Communiqué meeting	Virtual
Feb 13th, 2021	RRT 4	Virtual
Feb 20th, 2021	Executive Team meeting with General Manager	Virtual

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Feb 20th, 2021	Board meeting	Virtual
Feb 23rd, 2021	EDI committee meeting with Global Health Director	Virtual
Feb 28th, 2021	SGM Planning	Virtual
Feb 28th, 2021	Board meeting	Virtual
Mar 2nd, 2021	Facilitated discussion with GHJ and CFMS Board	Virtual
Mar 2nd, 2021	Facilitated discussion Board debrief	Virtual
Mar 5th, 2021	Facilitated discussion with GHJ and CFMS Board	Virtual
Mar 5th, 2021	Facilitated discussion Board debrief	Virtual
March 6th, 2021	CaRMs strategy meeting	Virtual
March 13th, 2021	RRT 6	Virtual
March 14th, 2021	FMEQ meeting	Virtual
March 20th, 2021	Executive Team meeting	Virtual
March 25th, 2021	Nomination Communications	Phone call
March 28th, 2021	Board meeting	Virtual
April 2nd, 2021	LWI meeting	Virtual
April 3rd, 2021	SGM Planning	Virtual
April 5th, 2021	IT Communications Meeting	Virtual
April 6th, 2021	CFMS Executive Team and EDI advisors	Virtual
April 8th, 2021	IT, Executive and Finances Meeting	Virtual
April 10th, 2021	RRT 7	Virtual
April 11th, 2021	Board Meeting	Virtual

*Executive Team : Executive President, Board Chair, Executive Vice-President and Vice-Board chair.

III. ACTIVITIES OF THE QUEBEC REGIONAL DIRECTOR

1) *Quebec Affairs*

- a) **FMEQ:** One of my main responsibilities is to facilitate collaboration between the CFMS and FMEQ as both organizations have the mission to serve to the best interest of medical

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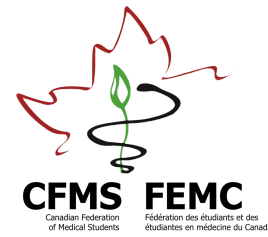
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students. I pursued the ongoing collaborations between various portfolios such as Global Health, Government Affairs and Student Affairs. I gave presentations after FMEQ General Councils in order to update Quebec's schools of our work and find areas of collaboration.

- i) Attended FMEQ General Councils as well as the National Congress of IFMSA-Quebec.
 - b) **CMA Quebec Student Committee:** The CMA Quebec Student Committee is a new CMA initiative and aims at representing Quebec students at the Quebec Medical Association. I attended meetings of the committee and participated in the planning of their different initiatives (wellness social media campaign and their event "Soirée Cocktail CaRMs")
 - c) **Individual Members:** Organized and orientated new individual members interested in joining the CFMS.
- 2) **Bilingualism Committee**
- a) Led the recruitment and proceeded to selection of the bilingualism committee and its new lead. All CFMS volunteers can reach out to the Committee to translate their work. Materials must be sent to bilingualism@cfms.org and they will be translated within a very short delay.
 - b) Wrote the Committee's Terms of References and ensured its proper incorporation in the organization after it being passed at AGM 2020.
 - c) Updated the Bilingualism Committee Guide with additional resources for translation, and more precise guidelines to optimize translations quality.
 - d) With the help of the Bilingualism Committee Lead, development and promotion of bilingualism resources for CFMS members.
 - e) Actively translating new resources within reasonable timelines as well as translating (like Nominations Communications Call, Matchbook, portfolio ressources, etc).
- 3) **Board Vice-Chair**
- a) Chaired the CFMS Board in the absence of the Board Chair.
 - b) Collaborated with Victor Do, CFMS Past-President and Board Chair, and Henry Li, Executive President, to set the priorities and prepare the work plan of the organization.
 - c) Co-directed responses to national crisis and board remodeling following mass resignations and organization's restructuring.

IV. ACTIVITIES OF THE COMMUNICATIONS ATTACHE

1. Volunteer Strategy

- a. Begin collaborating with the Director of Student Affairs Lucas King and the past Vice-President Communications to engage in consultations at various levels for the creation of a CFMS Volunteer Strategy.

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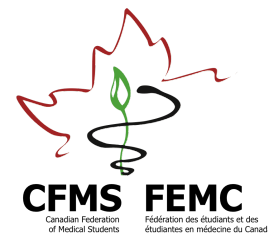
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- b. Initiated volunteers promotion strategy with the past Vice-President Communications with further consolidation of the Showcase Thursday initiative.
- 2. *Representatives Roundtable Chair***
 - a. Meetings**
 - i. Chaired monthly teleconferences with the Representatives of the Medical Student Associations that comprise the CFMS' organizational members.
 - ii. Facilitated discussions on important issues at the local and national level.
 - b. Nominations Committee**
 - i. Organisation and coordination of the Fall Nominations Committee
 - ii. Facilitated marking of Communications applications by the Representatives Roundtable.
 - iii. Interviewed candidates for Communications positions in conjunction with the past CFMS Vice-President Communications.
- 3. *Student Initiative Grants Program Co-coordinator***
 - a. Co-coordinated SIG Program with Stephanie Houwer van-Nelfen (Administrative Assistant).
 - b. Facilitated coordination with the Representatives Roundtable for marking
 - c. Advertised the SIG program application period on social media, in the communique, and on the website.
 - d. Secured promotion of previous SIG recipients on our social platforms (Showcase Thursdays).
- 4. *EDI***
 - a. Assisted EDI incorporation in the Communications portfolio which included increasing bilingualism of communications and updating the CFMS Website to Level A accessibility.
 - b. Led groundwork and secured budget for ensuring organizational bilingualism, website and official documents translation in the next terms.
 - c. Completed the 20 hours San'yas Indigenous Cultural Safety Training
 - d. Co-lead debriefing and consultation with the EDI Committee to set up the following steps in their work and the organisation's work in EDI, particularly anti-racism efforts.
- 5. *Optimizing internal communication***
 - a. Led incorporation of a new communication platform for the Board to use in conjunction with the Atlantic Regional Director and Western Regional Director Khaldon Abbas
 - b. Co-directed training for the platform with the Western Regional Director Khaldon Abbas.
 - c. The goal was to optimize Board communication internally with a platform capable of organizing conversations therefore increasing Board efficiency and productivity with new tools able to take on the complexity and diversity of our Board's tasks.

V. ACTIVITIES OF THE INTERIM VICE-PRESIDENT COMMUNICATIONS & EXECUTIVE

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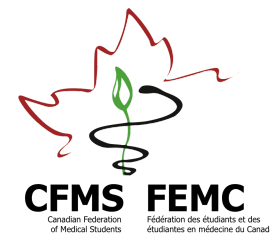
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VICE-PRESIDENT

1. Information Technologies & Interim NOIT

- a. Learned fundamentals of coding in HTML and use of GitHub coding platform.
- b. Set the strategic direction of the CFMS Communications Portfolio as it relates to IT
- c. Maintained the CFMS technological infrastructures and continuously updated the website for portfolios and CFMS anti-racism efforts page.
- d. Lead developments of SGM and Elections Nominations.
- e. Co-lead finalizing discussions leading to the signature of a contract with the external IT Contractor from FireNet.
- f. Assisted members with questions about/ troubles with their website account.
- g. Assisted portfolios in making changes to their parts of the CFMS website (like the creation of a Government Affairs Newsletter, LWI website updates since August 2020)
- h. Assisted the reorganization and updating of the CFMS accounts and subscriptions.
- i. Will oversee recruitment and transition of other members of the Communications Committee as it relates to providing IT services.

2. External Communications

- a. Worked in conjunction with the rest of the Board to draft members communications regarding EDI work and progress of the organisation. Programmed their release and publication on our website.
- b. Assisting in various portfolios communications strategies/deliveries.
- c. Led consultation to the RRT in order to assess the current status of the CFMS Communications and identify areas of improvement.
- d. Coordinated and led promotion of our partners and MD Mondays on social media
- e. Match Day Communications: Creation of a structured communications plan responding to both the first and second iteration of the R-1 Match in conjunction with Student Affairs, Education and the President. Press release, graphics and website editing.
- f. Social media growth:
 - 2020-2021 growth rate of 110% on Twitter. Currently 11.6k followers.
 - 2020-2021 growth rate of 109% on Facebook. Currently 8130 followers.
 - 2020-2021 growth rate of 121% on Instagram. Currently 1.7k followers.
 - 2020-2021 growth rate of 145% on the mailing list, currently at 4057 recipients. The impressive growth from the mailing list is most likely due to the development of new ways for members to sign up for it from last year.
 - 1952 CFMS Website accounts created in the 2020-2021 term
 - Represents about 23% of the membership

3. Spring General Meeting

- a. Co-organized the CFMS Spring General Meeting along with the Executive President Henry Li, the Past-President Victor Do, the General Manager Rosemary Conliffe and the

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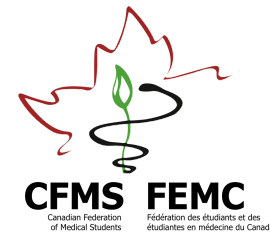
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- SGM 2021 Chair Henry Annan.
- b. Orchestrated communications to Medical Societies and promotion on social media.
- c. Organized Elections Nominations and its promotion on social media and to the Presidents Roundtable & Representative Roundtable.
- 4. CFMS Annual Review**
 - a. Assisted the wonderful Clara Osei-Yeboah to coordinate production and translation of the CFMS Annual Review articles.
 - b. Promoted the CFMS Annual Review 2021 submissions call
- 5. CFMS Podcasts**
 - a. Assisted the CFMS Podcast Lead in organizing promotion of official CFMS Podcasts.

VI. FUTURE PLANS AND ACTION ITEMS

1. Future Plans

- a. I will provide feedback and support to the incoming Quebec Regional Director, Vice-President Communications and NOIT for optimal fulfilment of their role.
- b. I will encourage the new Quebec Regional Director to continue attending FMEQ and CMA-Qc meetings to pursue increasing collaboration with these stakeholders, and continue helping students attend events or support their initiatives.
- c. I remain committed to supporting medical students across the country and will be a continued resource for the newly elected board.
- d. At the discretion of the newly elected Vice President Communications, I will continue fulfilling the NOIT responsibilities until a new officer is appointed.
- e. I will support the incoming Vice President Communications in the organization of our Spring Nominations Call to recruit volunteers and current vacant National Officers positions so the CFMS can return working to its full capacity.

2. COVID-19 Impacts

- a. All in-person activities and general councils are now being held via online platforms or teleconferences. This has generally decreased student involvement and knowledge of opportunities with the CFMS. Moving forward, I want to make sure that Quebec students are aware of all the CFMS initiatives by putting emphasis on collaboration with the current and incoming CFMS representatives.
- b. COVID has particularly impacted student's association with the loss of in-person events and showcases of our work and opportunities. Moving forward, it will be especially important to develop new promotion tools and skills to ensure student engagement in the newer promotions of medical students.

3. Anti-indigenous racism and EDI

- a. Systemic racism is unfortunately still present in the medical community at large. It is essential we continue this dialogue and take immediate action to dismantle systemic racism within our own organization but also in our future workplaces.

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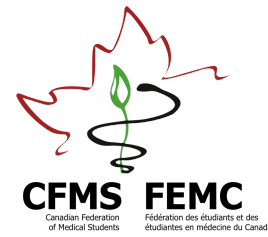
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- b. In the next years, the CFMS will have to show its commitment to advancing anti-racism efforts as well as equity, diversity, and inclusion to create safe spaces for all medical students at the CFMS
- c. This will take time and will be a long-standing operation enquiring incorporation in the strategic plan and active consultation independent, trauma-informed, and culturally safe

VII. REFLECTIONS AND CONCLUSIONS

These past months have been full of challenges but I am grateful for the privilege I was given to represent and serve more than 8,300 medical students around the country for a third consecutive year, this time as Board Director. While this year's events have put a pause on some of my plans for the Quebec Regional Director position, I am happy to have been able to advance in most of my projects while actively participating in our anti-racism efforts. I strongly believe in integrating EDI principals at all levels of the CFMS. As the new board will now be responsible for pushing this work forward, I hope the steps we have taken to date can support this critical work, and have helped to create the strong base it needs for its further development.

I would like to thank the Communications portfolio for their support and extraordinary work, the RRT for trusting me in our most turbulent times, the incredible Bilingualism Committee Team, and finally our amazing Board of Directors who were able to perform under tremendous amounts of pressure. During this mandate, I was convinced more than ever of the importance of humility and teamwork in the most challenging situations, and how progress begins when we accept to sit through what makes us uncomfortable to actively engage in self-reflection and take actions for the better. Last but not least, thank you Rosemary for your endless encouragement and support, you are the heart and soul of our federation.

It is humbled and grateful that I am leaving these roles to my successors. I will always treasure the memorable moments I lived with the CFMS, the wonderful people I met, the friends I made. Don't hesitate to reach out to me for anything, I am always happy to have a chat!

Yours sincerely,

Yseult Gibert (she/her)

M.D.,C.M.. Class of 2022, McGill University, settled on the unceded territory of the Kanien'keha:ka

Quebec Regional Director || Directrice Régionale du Québec

Interim Vice President Communications || Interim Vice Présidente aux Communications

Canadian Federation of Medical Students || Fédération des étudiant.e.s en médecine du Canada

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