

CALL FOR NOMINATIONS: CFMS BOARD OR DIRECTORS 2022-2023

MARCH 12, 2022

About the CFMS

For over forty years the Canadian Federation of Medical Students (CFMS) has been the national voice that represents over 8,300 medical students at fifteen schools across Canada.

Our three-fold mandate seeks:

1. To communicate national medical education issues of importance to medical students and facilitate communication and **connect** medical students among member schools.
2. To provide services that **support** the needs of member medical students.
3. To support medical students by **representing** their voices among the national organizations that direct or influence the policy environment or delivery of medical education in Canada. It also represents medical students in organizations with broad health care mandates.

The Canadian Federation of Medical Students will be hosting our Spring General Meeting (SGM) in Calgary, AB from April 21st-23rd, 2022. During this meeting, we look forward to electing medical students for the following CFMS 2021-2022 Board positions:

- President (1)
- Vice-President Communications (1)
- Vice-President Finance (1)
- Director of Education (1)
- Director of Student Affairs (1)
- Director of Global Health (1)
- Director of Government Affairs and Advocacy (1)
- Director of Indigenous Health (2) *NEW*
- Atlantic Regional Director (1)
- Quebec Regional Director (1)
- Ontario Regional Directors (2)

Western Regional Directors (2)

Nomination Process

Requirements:

Interested individuals must complete [this online form](#) which asks for the following information:

- Name and email address
- A photo
- A brief bio/ letter of intent (no more than 250 words)
- A condensed CV (no more than 2 pages)

Nominations for all CFMS 2022-2023 Executive Board positions must be received no later than **Wednesday, April 13, 2022, at 2200 EST**. Nominations will close strictly at this time.

Nominations Process:

The CFMS recognizes three separate elections per year:

1. Election of the President
2. Election of the Vice-Presidents and Portfolio Directors
3. Election of the Regional Directors

Please note, individuals are permitted to run for up to one position in each of the above three elections. For example, an individual may submit nominations for President, Vice-President Communications, and Western Regional Director at the same time. The election categories will be elected in the order that they are listed above, starting with President and ending with the Regional Directors. Should an individual be elected to a position, their nominations for subsequent positions will automatically be withdrawn. Individuals interested in running for multiple positions must complete the online form for all positions **no later than 2200 EST on Wednesday, April 13, 2022**.

Promptly following the close of nominations, the General Assembly will have access to the candidates' letter of intent and CV. Candidates running for secondary positions in subsequent categories may choose to keep secondary nominations private until results are completed for the most senior elections – at which time if they are unsuccessful and would still like to run for other positions they have submitted a nomination for, the nomination can be uploaded to the website and shared publicly.

Who can run?

As per the CFMS By-laws, “Only individual medical student members and individual members-at-large who have attained the age of eighteen years, are in good standing with the Federation and the federal government as per the Act, and have the capacity to contract shall be eligible for election to the Board of Directors”.

While previous experience with the workings of the CFMS is strongly encouraged, it is not required. Applicants are encouraged to reach out to individuals in the position they are running for, or others that may help you gain further insight into the role and responsibilities. Applicants are also encouraged to read the Terms of Reference for positions they are running for. **Please note:** there have been many changes in the organization this past year, and while we are working to update our Terms of References it is advised to also seek insight from position holders for the most accurate depiction of the roles at this time. Applicants are not permitted to campaign through advertisements of social media.

The CFMS is committed to furthering equity, diversity, and inclusion at all levels of the organization. It is critical that we have leadership that reflects the diversity of the medical profession and the communities we serve. We encourage nominations from candidates of all backgrounds and experiences, particularly those who have been historically underrepresented in medicine such as women, 2SLGBTQ2IA, Indigenous Peoples, Persons with Disabilities, visible minorities/racialized groups, and other underrepresented groups.

The work being done to further equity, diversity, and inclusion is the responsibility of all members of the CFMS Executive Board and has been integrated into each position’s Terms of Reference and organization [By-Laws](#) to highlight this.

All applicants should review the **CFMS Code of Conduct** prior to submitting a nomination, to ensure you are comfortable with the expectations of a CFMS Executive Board.

To encourage transparency and program buy-in for board duties given the significant time commitment, medical students who are interested in running for the CFMS Executive Board should consider discussing the opportunity with their medical program before they run.

For planning purposes, please note, in addition to attending AGM 2022, SGM 2023 and AGM 2023, the CFMS Executive Board attends a 2 day Summer Board Meeting, 3 day Fall Board Meeting, 2 day Winter Board Meeting and another 2 day Summer Board Meeting.

Election Process

The elections will take place at the CFMS Spring General Meeting (SGM) Calgary, AB, which runs from April 21st-23rd, 2022. Presidential elections will be held on the afternoon of Friday, April 22nd, 2022 with the elections of the Vice Presidents and Portfolio Directors on the morning of Saturday, April 23rd, 2022 and elections of the Regional Directors on the afternoon of Saturday, April 23rd, 2022.

Votes will be cast by medical student society representatives and members of the CFMS Board of Directors, as detailed in the [CFMS By-laws](#). All CFMS elections will be conducted in accordance with the [CFMS By-laws](#) and [CFMS Elections Policy Document](#) in a manner that maintains the highest level of process integrity.

Speeches:

All candidates will be expected to deliver a short speech. Speeches will be delivered live either in person or by proxy (read by Past President or a designated member of the students' medical society) if the student is unable to attend.

- For Presidential candidates, speeches must be no more than five (5) minutes, followed by a ten (10) minute question period.
- For Director and VP candidates, speeches must be no more than three (3) minutes, followed by a three (3) minute question period.

Question periods will be facilitated by the Chief Returning Officer. If a candidate is not able to attend in person, they will be voice-called into the meeting to answer questions after the proxy has read the speech on their behalf. Please note that video-recorded or webcast speeches are not permitted. Designated time constraints will be enforced by the Chief Returning Officer.

Candidates must notify pastpresident@cfms.org by April 14th, 2022 if they wish to deliver a speech by proxy.

Term Details

Newly elected board directors, including the Regional Directors, Portfolio Directors, Vice Presidents, and President, elected at SGM 2022, will officially commence their roles at the conclusion of the CFMS AGM 2022 in the fall. The time period between SGM 2022 and AGM 2022 is designated as transition time for the new board members to learn their roles and prepare for their term. Each position is for a one-year term.

Please refer to the executive reports (to be posted by 1 week prior to the SGM), Terms of Reference and the by-laws for further information on each position. A brief description of each position can also be found below. For questions, please contact CFMS Past-President and Chief Returning Officer, Stephanie Smith at pastpresident@cfms.org.

Please consult the attached document for descriptions of the available positions. We sincerely encourage you to consider applying for these positions. This is an excellent opportunity to get involved, make a difference, and be an integral part of an effective and reputable student organization.

Available positions

President

The President is responsible for setting the strategic direction of the CFMS. Most Presidents have had experience on the CFMS board and should have detailed knowledge of all policy and activities of the organization. In addition to setting the priorities of the organization, the President acts as the primary contact on important issues for students and external organizations. The President attends many external meetings as the representative of Canadian medical students and will often travel an average of two weekends a month for the duration of the one-year term. Major commitments include CFMS representative and liaison with the Association of Faculties of Medicine (AFMC), Canadian Medical Association (CMA), Canadian Residency Matching System (CaRMS), Physician Resource Planning Advisory Committee (PRPAC), Resident Doctors of Canada (RDoC) and a multitude of task forces and subcommittees. The President will often be asked to present at different meetings and speak with the media about issues affecting medical students. The President is also heavily involved in all activities of the **board** and works with other **board members** to ensure that the priorities of the organization are achieved. Time on email (internal and external) can exceed 2 hours per day during busy periods. Agendas and planning for executive meetings and teleconferences as well as the three meetings of the CFMS board also fall under this position. Presidential responsibilities also include liaising with the **General Manager** on a regular basis and ensuring that the infrastructure of the organization is in good order. Following the end of their term, the president assumes the official role of past-president for a one-year term. Please learn more about the role by reviewing the [President Terms of Reference](#). To reach out to our current President, Santanna Hernandez, please email president@cfms.org.

Vice-President Communications

The Vice-President Communications (VP Comms) is responsible for internal and external communication, including strategy and policy, the website, and the publications of the CFMS.

The VP Comms actively moderates the representative email listserv and other servers. They are responsible for maintaining regular contact with individual CFMS representatives and the medical societies. The VP Comms is responsible for some communication with external organizations and should be familiar with the exercise of writing a press release and circulating information in the media. The VP Comms works with the General Manager to facilitate partnerships with other organizations. The VP Comms works closely with the Communications Coordinators for each portfolio to facilitate consistent branding and messaging of content. The position involves close collaboration with the Information Technology staff and facilitates updates to the website. The VP Comms has overall responsibility for the web presence of the CFMS, including ensuring that all content on the website, social media, and in the CFMS Monthly is up-to-date and reflective of the overall CFMS communications strategy. Please learn more about the role by reviewing the [VP Communications Terms of Reference](#). To reach out to our current VP Communications, Danielle Judd, please email communications@cfms.org.

Vice-President Finance

The Vice-President Finance has overall fiscal management responsibility for the CFMS and must have an intricate understanding of the breadth of activities of the CFMS in order to advise the Board and General Assembly on budgeting and work-planning. They are responsible for managing the CFMS bank accounts, investments, expenses, revenue, and payroll. The VP Finance must maintain at least weekly contact with the General Manager and President. The VP Finance is responsible for long-term strategic planning together with the President. They actively work to broaden the financial resource base of the CFMS by seeking alternative sources of revenue through grants, advertising, donations and sponsorship. They are responsible for the development of policy relating to finances. The VP Finance is expected to have a detailed understanding of accounting principles and documentation. They should be comfortable using electronic booking software and spreadsheets. Please learn more about the role by reviewing the [VP Finance Terms of Reference](#). To reach out to our current VP Finance, Edgar Akuffo Addo, please email finance@cfms.org.

Director Education

The Director Education (Dir. Ed) represents all Canadian medical students to various national medical organizations including various committees of the Association of Faculties of Medicine of Canada (AFMC), the Canadian Resident Matching Service (CaRMS), the Medical Council of Canada (MCC) and the Royal College of Physicians and Surgeons of Canada (RCPSC). The Dir. Ed may also represent students on various working groups and task forces established internally by the CFMS or external organizations for short-term medical education projects. The Dir. Ed collaborates with VP Educations and VP Academics on best practices and bridges our member schools on matters related to medical education. The Dir. Ed works on initiatives related to the

AFMC Student Portal, the Medical Student Performance Record review, Canadian medical school accreditation, medical education advocacy efforts, interprofessional education, global health education, CFMS Transition to Residency/Match Book Guide and supporting Unmatched Medical Students. Please learn more about the role by reviewing the [Director Education Terms of Reference](#). To reach out to our current Interim Director of Education, Victoria Turnbull, please email education@cfms.org.

Director of Government Affairs

The Director Government Affairs (Dir. GA) has a variety of duties related to leading and coordinating the CFMS's local, provincial, and national political advocacy efforts. More specifically, the Dir. GA oversees and helps facilitate the CFMS Government Affairs and Advocacy Committee, the Committee on Health Policy, the Day of Action Topic Selection and Research Committees and the Rapid Response Team, alongside the respective leads/National Officers. The Dir. GA also leads the CFMS National Day of Action in Ottawa. The Dir. GA is responsible for encouraging and facilitating local advocacy efforts at member schools. Occasionally, the Dir. GA will also represent the CFMS to various external committees and organizations as deemed necessary by the president and executive. Please learn more about the role by reviewing the [Director Government Affairs Terms of Reference](#). To reach out to our current Director of Govt Affairs, Montana Hackett, please email govtaffairs@cfms.org.

Director Student Affairs

The Director Student Affairs (Dir. SA) takes responsibility for overseeing the CFMS Student Wellness portfolio and for coordinating the CFMS member benefits and services. This position collaborates with the National Wellness Officer, National Services Officer, Wellness Representatives, and Local Representatives, as well as with various external partners. The Dir. SA helps to oversee the projects of the National Wellness Officer and Wellness Committee, participates in Wellness Committee meetings, and serves as a coordinator and representative for other CFMS wellness projects and activities. The Dir. SA also serves as the CFMS representative on the AFMC Student Affairs committee and the Resident Doctors of Canada Resiliency Curriculum Working Group. Other major responsibilities of the role include developing and maintaining partnerships that will provide services and benefits to student members, administering and overseeing internally created member services, promoting member benefits, and working with the VP Finance on sponsorship relationships and benefits, including the oversight of the CFMS Leadership Awards. The Dir. SA will also be expected to play an integral role in the development and maintenance of web-based services. Please learn more about the role by reviewing the [Director Student Affairs Terms of Reference](#). To reach out to our current Director of Student Affairs, Alex Young Soo Lee, please email studentaffairs@cfms.org.

Director of Global Health

The Director Global Health (Dir. GH) is responsible for coordinating the CFMS Global Health Program. The Dir. GH takes the lead in forming and maintaining dynamic partnerships with Canadian and international organizations with respect to global health, international development, and public health. The Dir. GH works in partnership with the international program of the FMÉQ (IFMSA-Quebec) to implement programs that intersect the mandate of the CFMS Global Health Program and the strategic direction and initiatives of the International Federation of Medical Students (IFMSA). The Dir. GH serves as the President of the Canadian delegation to the IFMSA, and may attend the IFMSA Regional Meeting in January and AGM in March (locations TBD). The Dir. GH directly oversees seven National Officers, with portfolios as diverse as indigenous health, reproductive health, partnerships, human rights and peace, exchanges and global health education. Please learn more about the role by reviewing the [Director Global Health Terms of Reference](#). To reach out to our current Director of Global Health, Lunan Zhao, please email globalhealth@cfms.org.

Director of Indigenous Health

The Director of Indigenous Health is responsible for coordinating and supporting the integration of Indigenous Health projects within the CFMS and chairing our national Indigenous Health Committee. They will be empowered to highlight and address issues within our system and partnering organizations to ensure that we are aligned. The DOIH will work collaboratively with the Portfolio Directors and other CFMS Board Executives to ensure the inequities that exist in the health status of Indigenous people and how the history of colonialism in Canada has continued to contribute to these inequities are challenged with the full support of the team. The DOIH will represent the CFMS in spaces such as the AFMC Indigenous Health Committee and work with partners such as the National Consortium on Indigenous Medical Education. They will be supporting projects at the local level via Local Officers of Indigenous Health (LOIHs). They will be supported in hosting an annual Indigenous Health Portfolio meeting to create space for dialogue and learning on ways we can continue to support our Indigenous learners and allies. As this is a new role we are excited to support the direction of this role as it grows and shapes. Please learn more about the role by reviewing the [Director of Indigenous Health Terms of Reference](#). To inquire about this new position, please reach out to CFMS President Santanna Hernandez at president@cfms.org.

Regional Directors

Six positions are currently held for regional representation to the CFMS Board of Directors. Regional Directors are voting members of the Board and ensure that the Board is updated on developments at all of the member schools. Regional Directors serve as liaisons between the

Board and the medical society representatives and presidents. Each regional director serves as an attaché to one CFMS portfolio, as per the Dyad model, under the direction of the President to ensure communication between the Board and medical societies. Regional Directors are expected to report on the affairs of constituent medical schools as well as communicate the affairs of the Board within their region.

Atlantic Regional Director

The position of Atlantic Regional Director is a one-year term. Please learn more about the role by reviewing the [Atlantic Regional Director Terms of Reference](#). To reach out to our current Atlantic Regional Director, Stephanie Roberts, please email atlantic@cfms.org.

Quebec Regional Director

The position of Quebec Regional Director is a one-year term. Please learn more about the role by reviewing the [Quebec Regional Director Terms of Reference](#). To reach out to our current Quebec Regional Director, Sara Abdessamie, please email quebec@cfms.org.

Ontario Regional Director

The position of Ontario Regional Director is a one-year term. Please learn more about the role by reviewing the [Ontario Regional Director Terms of Reference](#). To reach out to our current Ontario Regional Directors, Victoria Turnbull & Surabhi Sivaratnam, please email ontario@cfms.org.

Western Regional Director

The position of Western Regional Director is a one-year term. Please learn more about the role by reviewing the [Western Regional Director Terms of Reference](#). To reach out to our current Western Regional Directors, Alvin Qiu & Sherry Mahmood, please email western@cfms.org.