

# CFMS DIRECTOR OF EDUCATION

## TERMS OF REFERENCE



APPROVED BY THE CFMS BOARD OF DIRECTORS ON JULY 21, 2019

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### Background

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.

### Introduction

The Director of Education (Dir. Ed.) is responsible for setting the strategic direction of the CFMS Education portfolio and has detailed knowledge of all CFMS policy and activities pertaining to medical education. They will speak to CFMS' positions on medical education issues at strategic settings including through media. In addition, the Director of Education will serve as the primary contact and spokesperson to a number of external national organizations and stakeholders in medical education. They will attend external meetings on other boards, committees, task forces and working groups pertaining to medical education as the representative of medical students in Canada.

### Term

1. The position of Director of Education is a one-year position. The Director of Education is elected by the CFMS General Assembly at the Spring General Meeting to serve as Director of Education-elect until they assume office immediately following the Annual General Meeting of the same year.

### Accountability

2. This position reports to the CFMS General Assembly and the CFMS President.
3. Positions/committees that report to this position:
  - 3.1. Education Committee
  - 3.2. CFMS National Officer of Education
  - 3.3. CFMS National Officers of Research
  - 3.4. CFMS representatives to external committees as delegated

4. The Director of Education works in collaboration with the Education Attaché to connect with the CFMS Academic Roundtable. In certain circumstances, the Education Attaché may take on other roles within the Communications portfolio. In those cases, they would report to the Director of Education.

### **Responsibilities**

5. Connect: The Director of Education will
  - 5.1. compile a post-report after all external meetings that highlights all pertinent information.
  - 5.2. maintain effective communication with National Officer's, Board members and external partners
  - 5.3. communicate with CFMS membership through reports at each general meeting.
  - 5.4. work to explore and optimize collaborations with relevant stakeholders on matters related to the portfolio.
  - 5.5. Lead member-mandated projects related to medical education that is inclusive of meaningful consultative processes
  
6. Support: The Director of Education will
  - 6.1. set strategic goals for the Education portfolio and oversee their implementation according to the CFMS strategic plan and mandate.
  - 6.2. establish files for the Education Committee each year.
  - 6.3. ensure adequate transition of the CFMS Dir. Ed.-elect.
  - 6.4. oversee and help guide the activities of the Education Committee with the Education Attaché and National Officer of Education.
  - 6.5. oversee and help guide the activities of the Research Committee with the Education Attaché and National Officer of Research Jr. and Sr.
  
7. Represent: The Director of Education will
  - 7.1. serve as a spokesperson for the CFMS on topics in medical education to stakeholders, including, but not limited to: the media, government, public, and national medical organizations.
  - 7.2. represent the diverse needs of members on national stakeholder committees, task forces and working groups pertaining to medical education or delegate this responsibility to another CFMS member as appropriate.

**Terms of Reference are subject to annual review by the CFMS Governance Committee prior to submission to the CFMS Board of Directors for adoption and publication.**