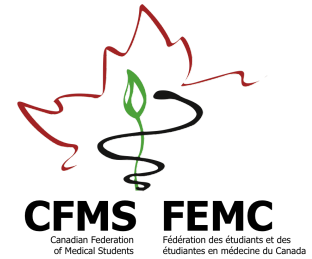


CFMS DIRECTOR OF GLOBAL HEALTH TERMS OF REFERENCE



APPROVED BY THE CFMS BOARD OF DIRECTORS ON APRIL 8, 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 CFMS Director of Global Health (Dir. GH) is responsible for overseeing global health projects that develop at a national level via National Officers (NO's), and supporting projects at the local level via Global Health Liaisons (GHLs). The Dir. GH is a liaison between these parties, as well as external persons and organizations such as the International Federation of Medical Students' Association (IFMSA).

As per the CFMS bylaws, the Dir. GH shall, in addition to the person's other duties within the Board, direct the delivery of the Global Health Program (GHP) and support the activities of the constituency on matters pertaining to global health, international development, and public health. The Dir. GH carries out strategic duties in maintaining their fiduciary responsibilities to the CFMS.

Term

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

Accountability

2. This position reports to the CFMS General Assembly, Board Chair, and President.
3. Positions/committees that report to this position:
 - 3.1. CFMS National Officer of Partnerships
 - 3.2. CFMS National Officer of Reproductive and Sexual Health
 - 3.3. CFMS National Officer of Public Health
 - 3.4. CFMS National Officer of Human Rights and Peace
 - 3.5. CFMS National Officers of Global Health Education
 - 3.6. CFMS National Exchange Officers
 - 3.7. CFMS representatives to external committees as delegated

4. The Dir. GH works in collaboration with the Global Health Attaché to connect with the CFMS Global Health Roundtable. In certain circumstances, the Global Health Attaché may take on other roles within the Global Health portfolio. In those cases, they would report to the Dir. GH.

Responsibilities

5. Connect: The Dir GH will
 - 5.1. compile a post-report after all external meetings that highlights all pertinent information.
 - 5.2. maintain effective communication with NO's, Board members, external partners, and governmental contacts.
 - 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. collaborate with the Global Health Attaché in the organization of at least one in-person GHP meeting each year, usually to occur at the CFMS AGM.
 - 5.6. assist the NORP in the organization of at least one in-person meeting of the Global Health Advocates, which usually occurs at the National Day of Action.
 - 5.7. assist the Government Affairs portfolio as required with the organization of the National Day of Action.
 - 5.8. facilitate communication between the IFMSA and the GHP.
 - 5.9. ensure that the Global Health Portfolio promotes the diverse skills and passions of our membership while creating a safe and equitable space of empowerment.

6. Support: The Dir. GH will
 - 6.1. set strategic goals of the global health portfolio and oversee their implementation in accordance with the CFMS Strategic Plan.
 - 6.2. work closely with portfolio NO's, liaisons, group and task force chairs to support and advance their work plans.
 - 6.3. ensure adequate transition of the CFMS Dir. GH-elect.
 - 6.4. provide support and guidance to the Global Health Attaché and fulfill their role in their absence.

7. Represent: The Dir GH will
 - 7.1. serve as an ex-officio member on all roundtables, committees, task forces and working groups within the global health portfolio.
 - 7.2. serve as one of the designated spokespersons for the Federation and interact with CFMS stakeholders, especially on matters related to the global health portfolio as required.
 - 7.3. represent members on relevant stakeholder committees, task forces and working groups, or delegate this responsibility to another CFMS member as designated by the CFMS President.
 - 7.4. serve as the National Member Organization President within the IFMSA and fulfill associated duties including but not limited to: attending all IFMSA general assemblies, organizing the CFMS delegation to IFMSA general assemblies, voting on

behalf of CFMS members at the IFMSA plenary sessions, continuing positive working relationship with IFMSA-Quebec, participating in IFMSA online forums and providing candidature letters for CFMS members interested in participating in IFMSA.

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