

# CFMS DIRECTOR OF GOVERNMENT AFFAIRS

## TERMS OF REFERENCE



APPROVED BY THE CFMS GOVERNANCE COMMITTEE ON MARCH 30, 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 Government Affairs (Dir. GA) is responsible for addressing the organization's commitment to representation through political advocacy initiatives at a local and national level, both for positive health systems change as well as issues of importance to the student experience of Canadian medical learners. They serve as an ex-officio member of the Government Affairs Roundtable (GART), organizes the CFMS National Day of Action in collaboration with the National Officer of Political Action (NOPA), coordinates position papers with collaboration with the National Officer of Health Policy (NOHP), and represents the CFMS on all issues of a political nature.

### Term

1. The position of Dir. GA is a one-year position elected by the CFMS General Assembly at the Spring General Meeting to serve as Dir. GA-elect until they assume office immediately following the Annual General Meeting of the same year. The Dir. GA carries out strategic duties in maintaining their fiduciary responsibilities to the CFMS.

### Accountability

2. This position reports to the CFMS President and is accountable to the membership via the General Assembly.
3. Positions/committees that report to this position:
  - 3.1. National Officer of Political Action
  - 3.2. National Officer of Health Policy
  - 3.3. CFMS representatives to external committees as delegated
4. The Dir. GA works in collaboration with the Government Affairs Attaché to connect with the CFMS Government Affairs Roundtable. In certain circumstances, the Government Affairs Attaché may take on other roles within the Government Affairs portfolio. In those cases, they would report to the Dir. GA.

## Responsibilities

5. Connect: The Dir. GA will
  - 5.1. compile a post-report after all external meetings that highlights all pertinent information.
  - 5.2. maintain effective communication with all Board members, staff, and external organizations.
  - 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. be familiar with the advocacy activities being done across the country by medical students.
  - 5.6. set the agenda for the CFMS National Day of Action weekend meetings and training.
  - 5.7. compile a report back summary for the CFMS National Day of Action.
  - 5.8. ensure a robust consultative process that ensures the Federations advocacy efforts are brought forward with a diversity and inclusion lens.
  
6. Support: The Dir. GA will
  - 6.1. set strategic goals of the Government Affairs portfolio and oversee their implementation in accordance with the CFMS Strategic Plan
  - 6.2. provide support, guidance, and institutional memory to the Government affairs portfolio.
  - 6.3. ensure adequate transition of the Dir GA-elect.
  - 6.4. work closely with portfolio national officers, liaisons, group and task force chairs to support and advance their work plans.
  - 6.5. provide support and guidance to the Government Affairs Attaché and fulfill their role in their absence.
  
7. Represent: The Dir. GA will
  - 7.1. serves as an ex-officio member on all roundtables, committees, task forces and working groups within the Government Affairs portfolio.
  - 7.2. serve as one of the designated spokespersons for the Federation and interact with CFMS stakeholders, especially on matters related to the Government Affairs portfolio as required.
  - 7.3. represent members on relevant stakeholder committees, task forces and working groups, or delegate this responsibility to another CFMS member.

**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.**