

CFMS ONTARIO REGIONAL DIRECTOR

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

There are two Ontario Regional Directors elected for each term. The CFMS Ontario Regional Directors are responsible for representing all CFMS member schools in Ontario to the CFMS Board. The schools are:

- University of Toronto
- Queen's University
- Western University
- McMaster University
- Northern Ontario School of Medicine
- University of Ottawa

The Ontario Regional Directors 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 Ontario events. Additionally, the Ontario Regional Directors carry out strategic duties in maintaining their fiduciary responsibilities to the CFMS. Finally, the Ontario Regional Director serves as a liaison between the CFMS and the Ontario Medical Students' Association (OMSA).

Term

1. The position of the Ontario Regional Director (ORD) is a one-year position elected by the CFMS General Assembly at the Spring General Meeting (SGM) to provide the newly elected ORD with an adequate transition period. The new ORD will assume office immediately following the Annual General Meeting (AGM).

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. Relevant roundtable as per assigned dyad partnership.
4. Each Ontario Regional Director works in collaboration with their assigned dyad partner to connect them with their assigned Roundtable. In certain circumstances, the Ontario Regional Director may take on other roles within their dyad portfolio. In those cases, they would report to their dyad partner.

Responsibilities

5. Connect: The Ontario Regional Directors will
 - 5.1. compile a post-report after all external meetings that highlights all pertinent information.
 - 5.2. facilitate teleconferences between Ontario member school presidents and CFMS representatives. The minutes of these meetings will be stored and reported to the CFMS Board when required.
 - 5.3. meet and discuss important matters with other Regional Directors and CFMS Board members during monthly teleconference calls, tri-annual in-person board meetings, and during the bi-annual CFMS General Meetings.
 - 5.4. fulfill their attaché dyad position in chairing the respective portfolio's roundtable to enable bilateral communication with representatives from every CFMS member school.
 - 5.5. foster strong relationships and open communication with Ontario medical students and medical student societies in Ontario.
 - 5.6. make themselves available to connect with medical students from member schools to provide guidance and support to the best of their ability.
 - 5.7. facilitate communication between CFMS Board and the OMSA.
 - 5.8. facilitate collaboration between the CFMS and the OMSA.
 - 5.9. prioritize promoting diversity and equity in all aspects of Federation business and aspire to provide a safe, supportive and inclusive community for all members, volunteers, staff and partner organizations.
6. Support: The Ontario Regional Directors will
 - 6.1. provide support and guidance for their assigned dyad positions and fulfill the role of their dyad partner in their absence.
 - 6.2. execute certain operational tasks as directed by the CFMS President.
 - 6.3. support the organization of the AGM and/or Spring General Meeting when held in the Ontario region.
 - 6.4. ensure adequate transition of the incoming Ontario Regional Directors following elections at the AGM.
 - 6.5. support the organization of the annual Ontario Medical Student Weekend (OMSW).
7. Represent: The Ontario Regional Directors will
 - 7.1. serve as one of the designated spokespersons for the Federation and interact with CFMS stakeholders as directed by the attaché dyad Director/Vice President.
 - 7.2.

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.

7.2. serve as the representatives on behalf of Ontario medical students to the CFMS Board.

7.3. serve as the official representatives of the CFMS to the OMSA.

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.