



# CALL FOR NOMINATIONS: EXECUTIVE POSITIONS

ANNUAL GENERAL MEETING • 2015 • Windsor

## What is the CFMS?

For thirty-eight years the Canadian Federation of Medical Students (CFMS) has been the national voice that represents over 8,000 medical students at fourteen schools across Canada.

Our three-fold mandate seeks:

1. 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.
2. To provide services that support the needs of member medical students
3. To communicate national medical education issues of importance to medical students and facilitate communication and interaction of medical students among member schools.

The following executive positions are available for election for the 2015- 2016 academic year:

- Vice-President Medical Education
- Vice-President Communication
- Vice-President Finance
- Vice-President Student Affairs
- Vice-President Global Health
- Vice-President Government Affairs
- Atlantic Regional Representative (1)
- Quebec Regional Representative (1)
- Ontario Regional Representative (2)
- Western Regional Representative (2)

The elections will take place at the CFMS Annual General Meeting (AGM) in Windsor, ON, which runs from September 18<sup>th</sup> – 20<sup>th</sup>, 2015. Elections will be held on the afternoon of Saturday September 19<sup>th</sup>. You do not necessarily need to be present in order to run for a position. Speeches will be a maximum of three (3) minutes in length and can be delivered in person or by alternate means.

Elections will take place immediately following speeches and the new executive will be sworn in following the elections. All positions are for a one-year term. The first executive meeting will take place October 17<sup>th</sup> – 18<sup>th</sup>, 2015, in Ottawa, and all new executives are expected to attend.

Any CFMS member is eligible to run for a position. Descriptions of each position are provided below. For questions please contact CFMS Past-President and Chief Returning Officer, Jesse Kancir at [pastpresident@cfms.org](mailto:pastpresident@cfms.org).

## How to Nominate Yourself

1. Notify the Chief Returning Officer and Past President, Jesse Kancir, at [pastpresident@cfms.org](mailto:pastpresident@cfms.org) of your intent to run for a position before the nominations close. Nominations will also be accepted in person. If you do email, please copy Rosemary Conliffe, CFMS General Manager, at [office@cfms.org](mailto:office@cfms.org).
2. Nominations close at 12:00 (EDT) Saturday, September 19<sup>th</sup>, 2015.
3. In your email please include your name, medical school attended, all of your contact information, and how you can be reached on September 19<sup>th</sup> if you will not be attending in person.
4. You are entitled to give a three (3) minute speech and a further two-three (2-3) minutes will be allowed for questions afterwards.
  - a. If you cannot be present you may provide an audio, video, or power point presentation up to three (3) minutes in length to be submitted prior to the beginning of the AGM. You may also provide a speech to be read aloud by a colleague or friend who will be present. Phone/live teleconferenced speeches will not be permitted.

Please consult the attached document for descriptions of the available positions. I 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.

Yours sincerely,



Jesse Kancir  
2014-2015 Past-President, Canadian Federation of Medical Students  
[pastpresident@cfms.org](mailto:pastpresident@cfms.org)

## Available positions

### VP Medical Education (One-year term)

The VP Medical Education (VP Ed) role has developed significantly since the adoption of the CFMS 2014-2017 Strategic Plan. Its roles can be divided into three inter-related responsibilities all centred on the advancement of student and patient interests in the area of medical education.

**Representing:** The VP 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 VP Ed may also represent students on various working groups and task forces established internally by the CFMS or externally by our partners for short-term medical education projects.

**Connecting:** The VP Ed connects local medical student education leaders (typically medical student society VP Educations or VP Academics) through an online community called the CFMS Education List (EdList). This developing community is charged with sharing best practices and bridging our member schools on matters related to medical education.

**Supporting:** Finally, the VP Ed, through leadership of the CFMS Education Committee (EdCom) coordinates a series of projects aimed at supporting our medical students. Current projects include the AFMC Student Portal, the Medical Student Performance Record review, participation in Canadian medical school accreditation, medical education advocacy efforts, inter-professional education, global health education and the CFMS Transition to Residency/Match Book Guide.

Please contact Irfan Kherani for more information at [vpeducation@cfms.org](mailto:vpeducation@cfms.org).

---

### VP Communications (One-year term)

The Vice-President Communications is responsible for internal and external communication, including strategy and policy, the website, and the publications of the CFMS. The VP Communications actively moderates the representative email listserv and other servers. She or he is responsible for maintaining regular contact with individual CFMS representatives and medical society presidents.

The VP Communications 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 Communications works with the Annual Review Editor to produce the CFMS Annual Review.

The position involves close collaboration with the National Officer of Information Technology and the website host. The VP Communications has overall responsibility for the web presence of the CFMS, including ensuring that all content on the website is up-to-date and reflective of the overall CFMS communications strategy.

Please contact Anthea Girdwood for more information at [vpcommunications@cfms.org](mailto:vpcommunications@cfms.org).

---

### **VP Finance (One-year term)**

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 Executive and General Council on budgeting and work-planning. He or she is 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. He or she actively works to broaden the financial resource base of the CFMS by seeking alternative sources of revenue through grants, advertising, donations and sponsorship. He or she is responsible for the development of policy relating to finances. The VP Finance is expected to have a detailed understanding of accounting principles and documentation. He/she should be comfortable using electronic booking software and spreadsheets.

Please contact Franco Rizzuti at [vpfinance@cfms.org](mailto:vpfinance@cfms.org).

---

### **VP Student Affairs (One-year term)**

The Vice-President Student Affairs takes responsibility for overseeing the CFMS Student Wellness portfolio and for coordinating the CFMS member benefits and services. This position requires a great deal of organization and communication with the National Wellness Officer, Wellness Representatives, and Local Representatives, as well as with various external partners. The VP Student Affairs 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 VP Student Affairs 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 VP Student Affairs will also be expected to play an integral role in the development and maintenance of web-based services.

Please contact Brandon Maser for more information at [vpstudentaffairs@cfms.org](mailto:vpstudentaffairs@cfms.org).

---

### **VP Global Health (One-year term)**

The Vice-President Global Health is responsible for coordinating the CFMS Global Health Program. The VP 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 VP 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 International Federation of Medical Students (IFMSA). The VP GH serves as the President of the Canadian delegation to the IFMSA, and attends at least two international meetings (locations TBD) per year in this capacity. The VP GH directly oversees five National Officers, with portfolios diverse as indigenous health, reproductive health, partnerships, human rights and global health education.

The VP GH also is responsible for the overall implementation of the IFMSA Exchange Program, which is managed by two National Exchange Officers. As coordinator of the CFMS GHP, the VP GH oversees a network of school-appointed resource people/liason officers on international health as well as

individuals appointed to work with the standing committees of IFMSA. The VP GH works with this network to support medical student initiatives, identify priorities, provide resources, and support medical students' involvement in advocacy, education, and action. This position requires that the VP ensures that the Global Health section on the CFMS website is properly updated.

Please contact Christopher Charles for more information at [globalhealth@cfms.org](mailto:globalhealth@cfms.org)

---

### **VP Government Affairs (One-year term)**

The Vice-President Government Affairs has a variety of duties related to leading and coordinating the CFMS's local, provincial, and national advocacy efforts. More specifically, the VP GA serves as Chair of the CFMS national Government Affairs and Advocacy Committee and leads the organization of the CFMS annual Lobby Day in Ottawa. In conjunction with the National Officer of Health Policy, the VP GA leads the Committee on Health Policy in a regular review of existing policy documents and the creation of new documents.

The VP is responsible for encouraging and facilitating local advocacy efforts at member schools. From time to time, the VP Government Affairs will also represent the CFMS to various external committees and organizations as deemed necessary by the president and executive.

For more information please contact Melanie Bechard at [vpgovtaffairs@cfms.org](mailto:vpgovtaffairs@cfms.org)

---

### **Regional Representatives (One-year term)**

Six positions are currently held for regional representation to the CFMS Executive. Regional Representatives are voting members of the Executive and ensure that the Executive is updated on developments at all of the member schools. Regional representatives serve as liaisons between the Executive and the medical society representatives and presidents. They work closely with all VPs under the direction of the President to ensure communication between the Executive and medical societies.

Regional Representatives are expected to report on the affairs of constituent medical schools as well as communicate the affairs of the Executive within their region. Though the Regional Representatives' portfolios are not as tightly defined as the Vice Presidents', they are expected to take on national projects and responsibilities. Regional Representatives are expected to undertake a work-planning exercise at the onset of their term and be prepared to carry out additional tasks as directed..

- For more information on the Atlantic Representative position, please contact Leanne Murphy at [atlantic@cfms.org](mailto:atlantic@cfms.org).
- For more information on the Quebec Representative position, please contact Carl White Ulysse at [quebec@cfms.org](mailto:quebec@cfms.org).
- For more information on the Ontario Representative position, please contact Ali Damji and Kendra Komsa at [ontario@cfms.org](mailto:ontario@cfms.org).
- For more information on the Western Representative position, please contact Taneille Johnson and John Schulte at [western@cfms.org](mailto:western@cfms.org).

### **Note on CFMS President:**

The President is responsible for setting the strategic direction of the CFMS. Most Presidents have had experience on the CFMS executive 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 Board Director of the Canadian Medical Association (CMA), Board Director of the Canadian Medical Forum, and a multitude of taskforces and subcommittees. She or he will often be asked to present at different meetings and speak with media about issues affecting medical students.

The President is also heavily involved in all activities of the executive and works with other executive members to ensure that the priorities of the organization are met. 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 office staff person on a daily basis and ensuring that the infrastructure of the organization is in good order.

The position of President is a one-year post, elected by the board at the Spring General Meeting. Following the end of her/his term, the president assumes the official role of past-president.

The 2015/2016 President was elected at the Spring General Meeting in April 2015. The President-Elect is Ms. Anthea Girdwood, University of Ottawa, who may be reached at [president@cfms.org](mailto:president@cfms.org).