



# CALL FOR NOMINATIONS: EXECUTIVE POSITIONS

ANNUAL GENERAL MEETING • 2014 • Kingston

## What is the CFMS?

For thirty-seven 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 2014- 2015 academic year:**

- Vice-President Education
- Vice-President Communication
- Vice-President Finance
- Vice-President Services
- 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 Kingston, which runs from September 19<sup>th</sup> – 21<sup>st</sup>, 2014. Elections will be held on the afternoon of Saturday September 20<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 18 – 19, 2014, in Ottawa, and all new executives are expected to attend.**

Any CFMS member can run for a position! Descriptions of each position are provided below. For questions please contact CFMS Past-President and Chief Returning Officer, Dr. Robin Clouston at [robin.clouston@gmail.com](mailto:robin.clouston@gmail.com).

### How to Nominate Yourself

1. Notify the Chief Returning Officer and Past President, Robin Clouston, at [robin.clouston@gmail.com](mailto:robin.clouston@gmail.com) of your intent to run for a position before the nominations close. Please copy Rosemary Conliffe, CFMS General Manager, at [office@cfms.org](mailto:office@cfms.org).
2. Nominations close at 12:00 (EDT) Saturday, September 20<sup>th</sup>, 2014.
3. In your email please include your name, medical school attended, all of your contact information, and how you can be reached on September 20<sup>th</sup>.
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,



Dr. Robin Clouston  
Past-President, Canadian Federation of Medical Students

## Available positions

### VP Education (One-year term)

The VP Education is responsible for directing the representation, analysis, and policy of the CFMS on issues concerning medical education. A key role of the position is representing the CFMS on the Board of Directors of CaRMS. The VP Education also sits on the CMA Committee on Education & Professional Development, and may participate on various *ad hoc* committees dealing with matters of medical education.

During recent years the VP Education has led policy work on student loans and tuition deregulation, early career decision-making, and professionalism. The VP Education also analyzes CaRMS match data each year and communicates trends to medical students while identifying areas for advocacy.

Please contact Ian Brags for more information at [ian.brag@mail.utoronto.ca](mailto:ian.brag@mail.utoronto.ca).

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### 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 Mimi Lerner for more information at [mmlerner@gmail.com](mailto:mmlerner@gmail.com).

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### 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 Ben Frid for more information at [benjamin.frid@gmail.com](mailto:benjamin.frid@gmail.com).

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

The Vice-President Services takes responsibility for coordinating the CFMS member services. This position requires a great deal of organization and communication with the CFMS Representatives as well as with representatives from various companies. The VP Services develops and distributes the welcome packages to first-year students in co-operation with VP Communications. Other major projects include CFM, partner promotions, and oversight of medical student wellness activities. The VP Services 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 [bmaser@qmed.ca](mailto:bmaser@qmed.ca).

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### **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 to implement programs that intersect the mandate of the CFMS Global Health Program and the strategic direction and initiatives of IFMSA.

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/liaison 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 Andrew Bresnahan for more information at [andrew.bresnahan@medportal.ca](mailto:andrew.bresnahan@medportal.ca).

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### **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.

The VP is responsible for encouraging and facilitating local advocacy efforts at member schools and for managing and updating the CFMS's complement of position papers and policy statements. 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 [melanie.bechard@mail.utoronto.ca](mailto:melanie.bechard@mail.utoronto.ca).

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

Six positions are currently held for regional representation to the CFMS Executive. Regional Representatives are fully functioning and voting members of the Executive and have the specialized role of ensuring that the Executive is kept abreast of up-to-the-moment 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 Representative's portfolios are not as tightly defined as the Vice Presidents', they are expected to take on national projects and responsibilities on behalf of the Executive that contribute to the overall priorities of the CFMS. Regional Representatives are expected to undertake a work- planning exercise at the outset of their term and be prepared to carry out additional tasks as directed by the President.

- For more information on the Atlantic Representative position, please contact Laura Butler at [laura.butler@mun.ca](mailto:laura.butler@mun.ca).
- For more information on the Quebec Representative position, please contact Bryce Durafourt at [bdurafourt@gmail.com](mailto:bdurafourt@gmail.com).
- For more information on the Ontario Representative position, please contact Anthea Girdwood at [agird017@uottawa.ca](mailto:agird017@uottawa.ca) or David Linton at [dlinton2016@meds.uwo.ca](mailto:dlinton2016@meds.uwo.ca).
- For more information on the Western Representative position, please contact Irfan Kherani at [ikherani@ualberta.ca](mailto:ikherani@ualberta.ca) or Kim Williams at [kgwillia@ucalgary.ca](mailto:kgwillia@ucalgary.ca).

### **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 2014/2015 President was elected at the Spring General Meeting in April 2014. The President-Elect is Mr. Bryce Durafourt, McGill University, who may be reached at [bdurafourt@gmail.com](mailto:bdurafourt@gmail.com).