



CALL FOR NOMINATIONS: EXECUTIVE POSITIONS

ANNUAL GENERAL MEETING • 2012 • WINNIPEG

WHAT IS THE CFMS?

The Canadian Federation of Medical Students (CFMS) is the national body that represents over 7,800 medical students at 14 medical schools across Canada. The CFMS has a 35-year history of representing medical students from coast to coast.

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. A key function of representation is to undertake lobbying and advocacy at the federal level.
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 2012-2013 academic year:

**Vice President Finance
Vice President Global Health
Vice President Communication
Vice President Services
Vice President Education
Vice President Advocacy**

**Ontario Regional Representative (2)
Western Regional Representative (2)
Atlantic Regional Representative (1)
Quebec Regional Representative (1)**

The elections will take place at the CFMS Annual General Meeting in Winnipeg, which runs from September 28-30, 2012. Elections will be held on the afternoon of Saturday September 29th. You do not necessarily need to be present in order to run for a position. Speeches will be maximum 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 in mid-October 2012 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, **Matthew Sheppard**, msheppard@munmed.ca.

How to Nominate Yourself

1. **Notify the Chief Returning Officer and Past President, Matthew Sheppard at msheppard@munmed.ca of your intent to run for a position before the nominations close. Please "cc" Rosemary Conliffe, CFMS General Manager, at office@cfms.org.**
2. Nominations close at 12h00 (MDT) Saturday, September 29th 2012.
3. In your email please include your name, medical school attended, all of your contact information, and how you can be reached on September 29th.
4. You are entitled to give a 3 minute speech and a further 2-3 minutes will be allowed for questions afterwards. If you cannot be present you may provide an audio, video, or powerpoint presentation up to 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.*
5. 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. Matthew Sheppard, Past-President Canadian Federation of Medical Students

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 all important issues for students and external organizations. The President attends many external meetings as representative of Canadian medical students and will often travel an average of two weekends a month for the duration of the 1-year term. Major commitments include representing students at the CMA Board, CaRMS board, 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 two meetings of the 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 Annual Meeting**. Following the end of her/his term, the president assumes the official role of past president.

The 2011/2012 President was elected at the Spring General Meeting in April 2012. The President-Elect is Robin Clouston of Memorial University

VP Education

The Vice President of Education is a cornerstone position of the CFMS. 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 Council on Medical Education, and may participate on various ad hoc committees dealing with matters of medical education.

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

Recently the VP Education has also represented the CFMS on the Steering Committees of the AFMC Future of Undergraduate and Post-Graduate Medical Education in Canada projects. As with other executive positions, the VP Education is elected at the Fall General Meeting and is held for one year.

Please contact Renee Pang for more information (reneepang@gmail.com)

VP Communications

The Vice President Communications is responsible for internal and external communication, including communications strategy and policy, the website and the publications of the CFMS. The VP Communications actively moderates the representative email listserver and other servers. She or he is responsible for maintaining regular contact with individual representatives and medical society presidents, welcoming and orienting new representatives, and ensuring their contact information is up to date.

The VP Communications is responsible for communication with external organizations when

this responsibility falls outside of the duties of the President. The person in this position should work closely with the Publications Editor to compile and maintain a list of media contacts, and should be familiar with the exercise of writing a press release and circulating information in the media. She or he will work closely with the President to ensure that appropriate messages and information about the work of the CFMS is released to the media when it is strategic to do so.

The VP Communications works with the Publications Editor to produce the national annual report/newsletter. This newsletter helps connect events in different parts of the country, share reports of recent meetings and tell students of new CFMS projects and initiatives. The position involves close collaboration with the Information Technologies Officer (ITO) 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. As with the other VP positions, this is a one year post elected at the AGM.

***Please contact Matthew Tenenbaum for more information
(matthew.tenenbaum@medportal.ca)***

VP Finance

The Vice President Finance has overall fiscal management responsibility for the CFMS and acts as the Chief Financial Officer. He or she 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 in the most responsible manner possible. 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 (including travel, sponsorship, and long-term strategic planning). 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. The position of VP Finance is elected at the Fall AGM for a one year term.

Please contact Jesse Kancir for more information (jesse.n.kancir@gmail.com)

VP Services

The Vice President Services takes responsibility for coordinating the CFMS member services. This position requires a great deal of organization and communication with the school representatives as well as with representatives from various companies. The VP Services starts work immediately upon election at the AGM by developing and distributing the welcome packages to first-year students. Other major projects include promotion of the

following: travel deals, disability insurance program, and other service undertakings. The VP Services will also be expected to play an integral role in the development of webbased services. This position requires that the VP makes sure that the service section on the CFMS website is properly updated. Updating the website through the control engine might be executed by the VP himself/ herself or the task might be assigned to the Information Technology Officer.

This is one of the most important positions at the CFMS as the organization strives to provide more services to our members. Keep an eye on the web page to see the latest member services. This is a one year, elected position, on the executive, which is chosen at the Fall General Meeting.

Please contact Robin Clouston for more information (robin.clouston@gmail.com)

VP Global Health

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 programs of our sister federation, the FMÉQ, and is responsible for managing the relationship between the CFMS and FMÉQ within the International Federation of Medical Students' Associations (IFMSA), the multilateral students' organization representing medical students globally. Within this role, the VP GH works 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 officers, the National Exchange Officer and the National Officer for Research Exchange. 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, to provide resources, and to support medical students' involvement in advocacy, education, and action. This position requires that the VP develops a GH section on the CFMS website in close collaboration with the ITO. Upon creation of this section, the VP will be required to ensure that the GH section on the CFMS website is properly updated. As with the other VP positions, this is a one year post elected at the AGM.

Please contact Paxton Bach for more information (pbach@qmed.ca)

VP Advocacy

The Vice President Advocacy has a variety of duties related to leading and coordinating the CFMS's local, provincial and national advocacy efforts. More specifically, the VP advocacy serves as Chair of the CFMS National Political Advocacy Committee and leads the organization of the CFMS Annual Lobby Day in Ottawa. The VP Advocacy will need to

assume these responsibilities immediately post election at the CFMS AGM.

In addition to these responsibilities, the VP Advocacy is responsible for encouraging and facilitating local advocacy efforts at member schools and for managing and updating the CFMS's compliment of position papers and policy statements.

From time to time the VP advocacy will also represent the CFMS to various external committees and organizations as deemed necessary by the president and executive. This is one of the fastest growing positions at the CFMS and there is significant opportunity for leadership and growth.

This is a one-year, elected position, on the executive, which is chosen at the Fall General Meeting.

For more information please contact Chloe Ward (chlo.ward@gmail.com)

Regional Representatives

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 which 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.

Atlantic Representative

The Atlantic Regional Representative represents the medical schools in Nova Scotia, New Brunswick and Newfoundland. The individual elected to this position is responsible for keeping the executive and the rest of the board informed of developments at these schools and in the four Atlantic Provinces. The information helps ensure the effectiveness of the CFMS as a national voice, and allows the CFMS to respond and react to local issues. Incumbents should be prepared to describe a specific initiative they would like to undertake if elected.

Please contact Will Stymiest (wilsty@dal.ca) for more information

Quebec Representative

The Quebec Regional Representative represents McGill Medical School. The individual who holds the post is responsible for keeping the executive and the rest of the board informed of developments at this school and in this province. The information helps ensure the effectiveness of the CFMS as a national voice, and allows the CFMS to respond and react to local issues. The Quebec representative has the added task of liaison with the FMÉQ, and the three francophone schools which are not CFMS members. The ability to communicate fluently in French, though not required, is a definite asset for this position.

Incumbents should be prepared to describe a specific initiative they would like to undertake if elected.

***Please contact Phil Vourtzoumis for more information
(phil.vourtzoumis@mail.mcgill.ca)***

Ontario Representative

There are two Ontario Regional Representatives representing the six Ontario medical schools: Ottawa, Queens, Toronto, McMaster, Western, and Northern. The individuals holding these posts are responsible for keeping the executive and the rest of the board informed of developments at these schools. The information helps ensure the effectiveness of the CFMS as a national voice, and allows the CFMS to respond and react to local issues. The Ontario Regional Representatives normally liaise with the provincial Ontario Medical Student Association (OMSA).

Incumbents should be prepared to describe a specific initiative they would like to undertake if elected.

***Please contact Ian Brasg for more information (<ian.brasg@mail.utoronto.ca>)
Please contact Melanie Rodrigues for more information (8mar1@queensu.ca)***

Western Representative

The two Western Regional Representatives represent the medical schools in Manitoba, Saskatchewan, Alberta (both Calgary and Edmonton), and British Columbia. These individuals are responsible for keeping the executive informed of developments at these schools and in these provinces. The information helps ensure the effectiveness of the CFMS as a national voice, and allows the CFMS to respond and react to local issues. Incumbents should be prepared to describe a specific initiative they would like to undertake if elected.

***Please contact Chris Skappak for more information (cskappak@ualberta.ca)
Please contact Alyssa Cruz for more information (alysacruz@gmail.com)***