

# EXECUTIVE REPORT

*Stephanie Smith, CFMS President  
Spring General Meeting Report  
April 18-19th, 2020. Virtual Meeting*



## I. DESCRIPTION OF THE PAST-PRESIDENT POSITION

- a) *Assume the office of Chair of the Board of Directors, advises the President and Directors and acts as Parliamentarian; and*
- b) *Serves as the Chief Electoral Officer for all CFMS elections; and*
- c) *Chair of the CFMS Governance Committee; and*
- d) *Assume the medical student representative role on the CMA Board of Directors.*

## II. PLAN FOR THE PAST-PRESIDENT

It is my responsibility to advise the president, assist the Board and provide institutional memory when required. I am excited to be on the Governance Committee for the third year and confident the team will finalize many priorities goals that are in line with the Board and the CFMS. Recent CFMS Past-presidents have taken on a past-presidential project. Dr. Anthea Lafreniere spearheaded the creation of the CFMS 2017-2022 Strategic Plan during her past-presidential year while Dr. Franco Rizzuti led CFMS strategy with regards to the CFMS National Wellness Survey. Dr. Henry Annan explored the development of a CFMS app to facilitate communication amongst members and support CFMS initiatives. I am passionate about recognizing our members and have proposed an Awards Committee that I will collaborate with Governance Committee for further development before returning to the Board.

## III. NEXT STEPS FOR THE PAST-PRESIDENT

1. **Board Chair:** I have completed the mid assessment board assessment and provided feedback to all Board members. Additionally, I created and implemented the staff evaluations and have been helping develop official job descriptions for staff. I have been focused on collaborating with the President on the SGM agenda and election plan. Following SGM, I will collaborate with the President to develop an agenda for our Summer Board Meeting. I continue to work closely with Devon Mitchell, CFMS Board Vice-Chair, to further formalize the role of Board Vice-Chair, delineate tasks and to have support in the busy role.
2. **Parliamentarian:** I have been collaborating with the SGM Chair and President to ensure that the Virtual SGM agenda and elections plan for the elections process is clear, effective and fair for all those running President, Vice Presidents and Directors.

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3. **Governance Committee:** The Governance Committee was previously tasked with ensuring that all Board Members, National Officers, Committees and Roundtables have Terms of Reference. Fortunately, we have completed outstanding ToRs. The Governance Committee has followed its detailed work plan, and have also created a new Awards Committee ToR, updated the General Meeting Policy document and have created recommendations for differentiating between Working Groups and Task Forces. We will be transitioning into our second phase of the GC work, which will be focused on the Strategic Plan Review process.

4. **Chief Electoral Officer:** Previous election changes led to the president as well as portfolio directors and Vice-Presidents to be elected at SGM. This worked well in 2019, therefore the Board agreed to continue the process as this provides 6 months for incoming Board members to prepare to assume their official role at AGM.

5. **Past-Presidential Project:** The Awards Committee ToR has been created and approved by the Board. I will collaborate with the RRTs to seek interested people to help develop criteria for new awards, with a plan to present to the General membership at the AGM.

## IV. MEETINGS ATTENDED

Date	Meeting	Location
September 20-23, 2019	2019 CFMS AGM	St John's, Nfld
October 2, 2019	CMA Meeting	Teleconference
October 4-6, 2019	Canadian Conference on Physician Health	St John's, Nfld
October 9, 2019	CMA Patient Voice Committee Meeting	Teleconference
October 16-17, 2019	CMA Board Retreat	Mont Tremblant, QC
October 18, 2019	CMA Health Policy Meeting	Gatineau, QC
October 19-20, 2019	Chronic Pain Conference (CBT Training for STRIVE)	Lake Louise, AB
October 20, 2019	CFMS Board Meeting (TC#1)	Teleconference
October 24-26, 2019	CFMS Fall Board Meeting	Ottawa, ON
November 11, 2019	Governance Committee Workplan Meeting	Teleconference
November 16, 2019	CMA Patient Voice Committee Meeting	Ottawa, ON
November 18, 2019	Governance Committee Workplan Meeting	Teleconference

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November 19, 2019	CMA Nominations Committee Meeting	Teleconference
November 24, 2019	CFMS Board Meeting (TC#2)	Teleconference
November 27, 2019	CMA Meeting about STRIVE	Teleconference
December 2, 2019	STRIVE update to Victor and Sarah	Teleconference
December 5-7, 2019	CMA Board Meeting	Ottawa, ON
December 10, 2019	CFMS Governance Committee Meeting	Teleconference
December 15, 2019	CFMS Board Meeting (TC#3)	Teleconference
December 16-17, 2019	Interviews for Quebec Representative	Teleconferences
December 18, 2019	Executive Meeting to select Quebec Rep	Teleconference
December 18, 2019	Governance Committee Workplan Meeting	Teleconference
January 3, 2020	Governance Committee Workplan Meeting	Teleconference
January 7, 2020	CMA Board Meeting	Teleconference
January 7, 2020	Resiliency File Leads Meeting	Teleconference
January 8, 2020	Resiliency Meeting with RDoC	Teleconference
January 10, 2020	STRIVE presentation to U of C	Calgary, AB
January 13, 2020	STRIVE course to U of C students	Calgary, AB
January 15, 2020	Pt Voice Committee Meeting	Teleconference
January 15, 2020	Governance Committee Meeting	Teleconference
January 29, 2020	CMA Ambassador Working Group	Teleconference
February 5, 2020	STRIVE presentation to UBC	Teleconference
February 11, 2020	CMA Meeting	Teleconference
February 12, 2020	Governance Committee Meeting	Teleconference
February 12, 2020	Patient Voice Committee Meeting	Teleconference
February 16, 2020	CFMS Board TC	Teleconference
February 24, 2020	CMA Member Forum	Saskatoon, SK
February 26, 2020	STRIVE Video creation	Calgary, AB
February 28, 2020	CFMS Lawyer Meeting	Ottawa, ON
February 28-29, 2020	CMA Board Meeting	Ottawa, ON
March 9, 2020	MOTP Surge Meeting	Teleconference
March 14-21, 2020	Mid assessment Board interviews	Teleconference
March 16, 2020	Governance Committee Meeting	Teleconference
March 20, 2020	CMA Board Meeting	Teleconference
March 27, 2020	Meeting with SGM Chair	Calgary, AB
April 1, 2020	CMA Board Meeting	Teleconference
April 5, 2020	CFMS Board TC	Teleconference

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## V. CONCLUSIONS

It has been a privilege and an honour to serve the CFMS members and the CFMS board in my capacity as Board Chair. I look forward to our first virtual meeting and elected new Board members.

Regards,

*Stephanie Smith*

**Stephanie Smith**

MD, Master of Arts in Disaster & ER Mgmt, BScN

Captain, Canadian Armed Forces

Family Medicine Residency Program (2021) | University of Calgary

Past-President & Board Chair | Ancien Président & Président du Conseil d'Administration

Canadian Federation of Medical Students | Fédération des étudiants et des étudiantes en médecine du Canada

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