

# REPRESENTATION POLICY



MAY 2008

## **Scope and Purpose**

As the national representative body of medical students in Canada, the CFMS is often called to submit representatives (nomination and/or delegates) for committees, taskforces, and working groups of external organizations. This policy covers the roles, responsibilities, selection, terms, and reimbursements of expenses of CFMS representatives to external (host) organizations.

## **Roles and Responsibilities of the CFMS Representative**

The CFMS representative to an external committee will abide by the following principles at all times when acting in his/her capacity as CFMS representative to the external organization:

### *1) Participation at Meetings*

The CFMS representative is expected to be timely and attentive in attendance to meetings and participation therein. If a CFMS representative is not able to attend a scheduled meeting due to an emergency, he/she should let the CFMS office know as soon as possible such that an alternate arrangement can be made.

### *2) Pre-Meeting Report to Host Organization*

When external organizations require reports regarding CFMS news/updates, it is the responsibility of the CFMS representative to ensure that this report is compiled appropriately and submitted in a timely fashion. The CFMS representative should seek the support of the CFMS office and President who serve as a resource on current and relevant CFMS project areas.

### *3) Preparation for Meetings*

The CFMS representative should prepare for each external meeting in advance of attendance. At minimum, it is expected that the representative review pre-circulated documents, consult with relevant CFMS executive/officers, and discuss the pertinent points with former CFMS representatives to that external committee. CFMS representatives should be well versed in CFMS policy statements and position papers on topics of relevance to the external committee on which he/she sits.

### *4) Participation at Meetings*

#### *a) Representation of the CFMS*

When possible, the CFMS representative should refer to CFMS policies and position papers in representing the interest of Canadian medical students. In the case that the CFMS does not have a policy or position paper on a particular topic of discussion, this should be communicated to the external organization.

#### *b) Representation of Canadian medical students*

The CFMS representative must do his/her best to represent the interests of the Canadian medical students. Appreciating there is a diversity of interest and opinions; various opinions should be stated and balanced when possible and necessary. The CFMS representative to the external committee must express fiduciary responsibility to

the CFMS and Canadian medical students in addition to that of the external (host) organization.

*c) Representation of personal opinions and interests*

When opportunity permits, the CFMS representative may express personal opinions and interests to external committees. In the case that these opinions or interests differ from the opinions, interests, and best interest of Canadian medical students, the CFMS, or the external organization - the discrepancy should be expressed explicitly to the external committee or organization. A CFMS representative should not represent his/her own opinion as that of the CFMS or Canadian medical students, unless valid and explicitly stated as such.

The CFMS representative should make known to the CFMS Executive Committee any true or potential conflicts of interest that exist or may arise during his/her term as they appear or are anticipated to appear.

*5) Meeting Report for CFMS*

CFMS representatives must complete a meeting summary report for each meeting he/she attends of the external committee. This report should be based on the template provided by the CFMS office and be submitted to the CFMS office within 2 weeks of the meeting.

*7) Attendance at CFMS Meetings*

When appropriate, the CFMS Executive Committee may invite a CFMS representative to external committees to a general meeting of the CFMS.

**Selection of Representatives**

The CFMS Executive Committee will decide, as they are developed, whether each CFMS representative position is appointed or *ex officio* to a certain CFMS elected position, taking into considerations the needs of the external organization, the function of the committee, and the structure of the CFMS.

*Ex officio positions*

*Ex officio* positions will be assigned to a specific CFMS elected position at the time the position is deemed to be *ex officio*.

*Appointed positions*

For appointed representative positions, the CFMS Executive Committee (or sub-committee thereof) will conduct a nomination, assessment, and appointment process.

A call for applications will be posted, and applicant eligibility criteria clearly defined. Applicants will be graded using a structured grading system, assessed blindly by a 3-(or more)-member selection committee (typically two members of the CFMS Executive Committee and the outgoing representative if he/she is not standing for reappointment). The selection committee may choose to discuss applicants after scoring or conduct telephone interviews of short-listed applicants if necessary.

Applicants should, at a minimum, be evaluated on their experience in the particular field, their ability to serve on the committee, enthusiasm for the position, and their understanding of the position and responsibilities.

All CFMS representatives to external committees should be ratified at the CFMS general meeting following their appointment.

### **Term of Appointment**

The term for any particular candidate will be one year unless specifically required by the host organization of the external committee.

### **Honoraria**

Any honoraria offered by the host organization for attendance at the meeting must be made payable directly to the CFMS. Under no circumstances may the CFMS Representative receive personal honoraria.

### **Expenses**

When possible, the CFMS representative will claim travel expense reimbursements from the host organization. In this case, the CFMS representative will be responsible for submitting travel reimbursements to the host organization and abiding by the host organization's travel policy.

If host organization travel reimbursement support is not available, the CFMS will provide travel reimbursement to the CFMS Representative as per the CFMS Travel Policy.

### **Establishment of New External Representation Positions**

When external organizations seek medical student representatives through the CFMS, the CFMS President, with the support of the Executive Committee, will create an outline for the position in collaboration with that external organization.

For one-time meetings, the CFMS Executive Committee may choose to seek representation from the Executive Committee or Medical Student Societies.

In the case of recurring longitudinal committee positions, the Executive Committee, in collaboration with the host organization, shall determine if the position is *ex officio* to a CFMS elected position or is an appointed position.

### **Current CFMS External Representatives**

At the time of writing of this policy, the CFMS has representatives on the following committees:

#### Appointed Positions:

- 1) Canadian Medical Association (CMA) Committee on Ethics
- 2) CMA Council on Political
- 3) CMA Health Care and Promotion
- 4) CMA Committee on National Medical Organizations
- 5) Committee on Accreditation of Canadian Medical Schools (CACMS, 2 year term, 2 positions)
- 6) Canadian Association of Internes and Residents (CAIR)
- 7) Medical Council of Canada (MCC, 2 year term, 1 position)
- 8) College of Family Physicians of Canada (CFPC)
- 9) Royal College of Physicians and Surgeons of Canada (RCPSC) Annual Conference Committee
- 10) Federation of Medical Regulatory Authorities of Canada (FMRAC)

#### *Ex officio* positions:

- 11) CMA Workforce and Education (*ex officio* to CFMS VP Education)

- 12) CMA Health Policy and Economics (*ex officio* to CFMS VP Finance)
- 13) CMA Board of Directors (*ex officio* to CFMS President)
- 14) Royal College of Physicians and Surgeons of Canada (RCPSC) – Observer (*ex officio* to CFMS VP Education)
- 15) Association of Faculties of Medicine of Canada – Observer (*ex officio* to CFMS VP Education)
- 16) Canadian Residency Matching Service (*ex officio* to CFMS President, CFMS Past-President, and CFMS VP Education)
- 17) Canadian Medical Forum (*ex officio* to CFMS President and CFMS Past-President)