

CFMS NATIONAL OFFICER OF HEALTH POLICY (NOHP) TERMS OF REFERENCE



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Background

The Canadian Federation of Medical Students (CFMS) is the representative voice of Canadian medical students to the national medical organizations, to the federal government, to the public, and to other external bodies. The CFMS represents over 8000 medical students at 15 Canadian medical schools from coast to coast. It is the mission of the CFMS to represent, support, and connect its members. The CFMS aims to communicate within its membership, as well as from its membership, to the world at large. As an ever-expanding organization, the CFMS continually strives to meet the consistent and changing needs of Canadian medical students.

Introduction

The CFMS recognizes the importance of identifying and supporting policy development that represents the views and the needs of its members while guiding external advocacy efforts of the CFMS. This includes keeping track of different policy-writing projects, identifying emerging policy priorities, and ensuring that all existing CFMS policy statements, position papers, and discussion papers are regularly updated. In alignment with these values, the CFMS National Officer of Health Policy (NOHP) has a mandate to lead the Committee on Health Policy, (COHP) which oversees policy development and ensures policies across the CFMS are up to date. The NOHP shall also assist the Director of Government Affairs (Dir.GA) in overseeing some of the student policy initiatives that the CFMS undertakes each year for its members.

Term

1. The position of NOHP is a one-year position. The NOHP is recruited through the Spring Nominations Committee process granting a transition period until they assume office immediately following the Annual General Meeting of the same year.

Accountability

2. This position reports to the Dir. GA.
3. Positions/committees that report to this position:
 - 3.1. Committee on Health Policy (COHP).
 - 3.2. Task forces, working groups and sub-committees within the Government Affairs and Advocacy Portfolio as designated by the Dir. GA.

Responsibilities

4. Connect: The NOHP will
 - 4.1. serve as chair of the CFMS COHP.

- 4.2. maintain the COHP Google Drive and associated documents and folders related to the committee's work.
 - 4.3. work with the Dir. GA to identify emerging policy priorities for the CFMS and gaps that should be addressed with the development of CFMS guiding documents (policy statements, position papers and discussion papers).
 - 4.4. liaise directly with the Dir. GA on an ongoing basis to advance the strategic direction of the Government Affairs and Advocacy Portfolio.
5. Support: The NOHP will
- 5.1. attend and chair COHP meetings which will take place at least every two months.
 - 5.2. ensure current guiding documents are made available on the CFMS website in collaboration with the CFMS National IT Officers.
 - 5.3. support CFMS members in the development of new guiding documents.
 - 5.4. coordinate the COHP feedback process to members looking to develop guiding documents.
 - 5.5. collaborate with COHP members in carrying out new advocacy strategies, whether it be through research and writing, consultation, or active campaigns.
 - 5.6. advise the Dir. GA where there are relevant opportunities for policy and advocacy work.
 - 5.7. assist the Dir. GA in overseeing Task Forces as required.
 - 5.8. assist in the coordination and dissemination of deadlines for motions at the CFMS Annual General Meeting and the CFMS Spring General Meeting, and assist in the formation of the Resolutions Committee at CFMS General Meetings and the work associated with this committee.
 - 5.9. oversee recruitment and transition of the COHP in coordination with the CFMS Nominations Committee and Dir. GA.
 - 5.10. ensure adequate transition with the incoming NOHP upon completion of their term.
 - 5.11. support the overall execution of the CFMS National Day of Action.
6. Represent: The NOHP will
- 6.1. serve on external committees as delegated by the Dir. GA.
 - 6.2. serve as the point contact for the COHP and CFMS' guiding documents (policy statements, position papers, discussion papers) .
 - 6.3. serve as a spokesperson for the CFMS on matters related to CFMS policy as delegated by the Dir. GA.

Terms of References are subject to annual review by the CFMS Governance Committee prior to submission to the CFMS Board of Directors for adoption and publication.