

# CFMS NATIONAL OFFICER OF RESEARCH (NOR)

## 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 supporting and conducting effective research. Furthermore, the CFMS is committed to providing its members with the opportunities and tools to succeed with their research endeavours, as well as providing guiding principles for quality improvement. In alignment with these values, the National Officer of Research (NOR) position was created to support the Director of Education (Dir Ed.) in fulfilling these tasks.

### Term

1. The position of NOR is a two-year position with the NOR first serving as junior for one year and then as senior for another year. The NOR 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 Ed.
3. Positions/committees that report to this position:
  - 3.1. CFMS Research Committee
  - 3.2. Task forces, working groups and sub-committees within the CFMS Education Research framework

### Responsibilities

4. Connect: The NOR will
  - 4.1. serve as chair of the CFMS Research Committee.
  - 4.2. work with the Dir Ed to set the strategic direction of CFMS quality improvement activities and support medical student research activities.

5. Support: The NOR will
  - 5.1. develop guidelines for CFMS quality improvement, including ethical data collection conduct and policies pertaining to surveys of the CFMS general membership.
  - 5.2. develop and maintain information about funding opportunities, ethical research conduct, conferences, and professional societies for the CFMS general membership.
  - 5.3. support and promote CFMS member research through the Research Portfolio's Research Highlights program.
  - 5.4. develop and disseminate templates that can be utilized by CFMS members for research proposals, conference abstracts, posters, and papers.
  - 5.5. provide feedback as requested pertaining to CFMS-related research submissions to ensure professional and high-quality material, which may include assisting with the submission of updated position papers to academic conferences and peer-reviewed academic journals.
  
6. Represent: The NOR will
  - 6.1. serve on external committees as delegated by the Dir Ed.
  - 6.2. serve as a spokesperson for the CFMS on matters related to research as delegated.

**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.**