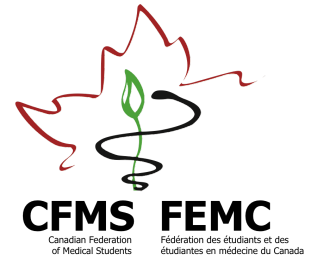


CFMS ACADEMIC ROUNDTABLE

TERMS OF REFERENCE



APPROVED BY THE CFMS BOARD OF DIRECTORS ON SEPTEMBER 8, 2019

Prepared by: Rishi Sharma, CFMS Ontario Regional Director and Education attaché (2018-2019)

Purpose:

1. The Academic Roundtable (ART) is a roundtable of the Canadian Federation of Medical Students (CFMS), a federally incorporated organization under the Canada Not-for-profit Corporations Act.
2. The purpose of the ART is to:
 - 2.1. Act as a permanent group with representatives from each school intended to provide a conduit for widespread consultation.
 - 2.2. Facilitate communication and collaboration between the member schools and the CFMS Board of Directors on matters relating to the CFMS Education portfolio.
 - 2.3. Identify, advise on, and address emerging medical education priorities for the CFMS on a regular basis.
3. The ART is accountable to the CFMS membership through local academic representatives and to the CFMS Board of Directors through the Chair of the ART.

Composition:

4. The ART will be chaired by the CFMS Education attaché, henceforth referred to as the “Chair”.
 - 4.1. The Chair will be selected by the CFMS President following the CFMS Annual General Meeting (AGM).
5. The CFMS ART membership will include VPs of Education/Academic (or equivalent) from each of the medical student societies represented by the CFMS.
 - 5.1. Each CFMS member school shall have one vote at CFMS ART meetings regardless of the number of representatives in attendance at the meeting.
6. The CFMS President, CFMS Director of Education, and the Chair shall serve as ex officio non-voting members of the CFMS ART.
7. Quorum shall consist of a simple majority (50% + 1) of the voting Roundtable membership, provided that one of the members in attendance is the Chair.
 - 7.1. Provided that quorum is met, decisions of the Roundtable shall be decided by a simple majority (50% + 1) vote of those in attendance. In the event of a tie, the Chair shall vote as tie-breaker.

Responsibilities:

8. The Chair is specifically tasked with the following responsibilities:
 - 8.1. The Chair shall manage all CFMS ART documentation including, but not limited to, agendas, minutes, and shared document folders.

- 8.2. The Chair shall distribute these Terms of Reference to each roundtable member before the first CFMS ART teleconference following the CFMS Annual General Meeting, as well as to each new roundtable member upon their joining of the CFMS ART.
- 8.3. The Chair, in consultation with the CFMS Director of Education and the CFMS National IT Officers, shall administer and maintain the CFMS ART email database.
- 8.4. The Chair shall manage the Education portfolio selection of applicants as part of the Nominations Committee following CMFS open calls.
 - 8.4.1. The Chair will receive the Nominations Committee Terms of Reference from the Chair of the Nominations Committee immediately following the CFMS Annual General Meeting.
9. The CFMS ART is specifically tasked with the following responsibilities:
 - 9.1. The CFMS ART shall provide input from all member medical school societies on ongoing education-related items brought forth by the CFMS Board of Directors or Education Committee members.
 - 9.2. The CFMS ART shall comprise the adjudicating committee for all CFMS Nominations relating to the CFMS Education portfolio, such that each roundtable member participates in the activities of the CFMS Nominations Committee on a regular basis as necessitated by the Education attaché Regional Director or the Nominations Committee Chair.
 - 9.3. The CFMS ART shall disseminate information and education-related communications from the CFMS to their respective medical student societies, including but not limited to: a) Pertinent issues and updates from the Education portfolio which are not limited to but can include matters related to curriculum, evaluation and assessment as it relates to medical students from admission through to the transition to residency and b) Updates from the CFMS Board of Directors regarding education-related matters.
 - 9.4. Upon request, the CFMS ART shall review and provide feedback on proposed CFMS Guiding Documents.
 - 9.5. Upon request, the CFMS ART shall elect one of their own to represent the interests of the CFMS ART and the CFMS general membership on a committee of the CFMS.

Deliverables:

10. The CFMS ART, through the Chair, shall report to the CFMS Board of Directors at their regularly-scheduled meetings (Fall, Winter, and Summer).

Scope of Activities:

11. Dissemination of education-related matters to their respective medical societies and students.
12. Ongoing Nationwide Feedback on matters pertaining to the Education portfolio.
 - 12.1. The CFMS advocates for medical students regarding matters affecting medical education with feedback from formally appointed medical society representatives from each member society known as VP Academics/Education (or equivalent).

The CFMS ART exists for member societies to provide feedback on advocacy efforts as they pertain to medical education in an ongoing manner.

13. The CFMS ART shall not act as a decision-making body of the CFMS.

Meetings:

14. At minimum, the CFMS ART shall meet via teleconference within one month of each regularly-scheduled CFMS Board of Directors meeting (Fall, Winter and Summer) and within one month prior to each CFMS General Meeting.
 - 14.1. Meetings may be cancelled at the discretion of the Chair in consultation with roundtable members.
 - 14.2. Additional meetings may be scheduled at the discretion of the Chair in consultation with roundtable members.
15. The CFMS ART shall meet in-person at the CFMS Spring General Meeting (SGM).
 - 15.1. The meeting will be scheduled in consultation with the CFMS Board of Directors member(s) in charge of agenda planning and financial management of the CFMS SGM.
 - 15.2. The agenda for a CFMS ART in-person meeting shall be developed by the Chair in consultation with roundtable members at the teleconference immediately preceding the CFMS SGM.
16. Only members of the CFMS ART may attend teleconferences or meetings of the CFMS ART.
 - 16.1. Individuals who are not members of the CFMS ART may only attend teleconferences or meetings of the CFMS ART at the discretion of the Chair and with the unanimous consent of the members of the CFMS ART.

Minutes:

17. Minutes shall abide by the following specificities:
 - 17.1. The minutes of any ART meeting shall be circulated prior to the subsequent meeting such that the ART may approve or rectify the minutes at the aforementioned subsequent meeting.
 - 17.2. The minutes of any ART meeting shall be made available to the CFMS Board of Directors upon request, regardless of approval status of the minutes.
 - 17.3. The approved minutes of any ART meeting shall be made available to any CFMS member upon reasonable request.
 - 17.4. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

Communications:

18. Between meetings, CFMS ART members may discuss committee activities through appropriate channels including, but not limited to, a Facebook Group and email. CFMS ART members should endeavor to keep the Chair updated on any new developments.

Relationships to Other Groups:

19. The CFMS ART is cross-appointed with the CFMS Education portfolio.

Related Policies and By-laws:

20. The CFMS ART shall abide by the Terms of Reference outlined in this document, along with the CFMS By-laws and Constitution. These Terms of Reference shall be reviewed on an annual basis.

Liability:

21. Each member of the Committee shall act with sound judgement and take into consideration all information provided to the Committee, while using the same diligence and prudence as the reasonable person.

Term:

22. The CFMS ART shall be renewed annually by the CFMS Regional Director attaché to the CFMS Director of Education. It may be dissolved at any time only by $\frac{3}{4}$ majority vote of the Board of Directors or CFMS general membership.

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.