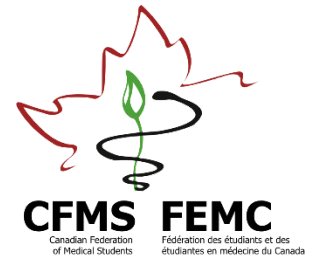


CANADIAN FEDERATION OF MEDICAL STUDENTS (CFMS)

CFMS Position Creation Policy

APPROVED BY THE CFMS GENERAL ASSEMBLY ON **DATE**

Prepared by: CFMS Governance Committee 2019-2020



Definitions

1. In this document, unless the context otherwise requires:
 - 1.1. “Board” refers to the whole CFMS Board of Directors as defined by the CFMS By-laws
 - 1.2. “CFMS General Assembly” refers to the collective group of voting members at any given CFMS general meeting
 - 1.3. “Policy” refers to the CFMS Position Creation Policy

Purpose

2. This Policy is established by the CFMS to:
 - 2.1. Ensure transparency and integrity in student representation and management of CFMS matters.
 - 2.2. Propose a clear process for creating a CFMS Board or National Officer position.
 - 2.3. Maximize the use of resources and prevent internal redundancy.

Policy Statement

3. Statutory Statement

- 3.1. This Policy applies to the creation of any new CFMS Board or National Officer position and all CFMS members involved in such a process.
- 3.2. This Policy does not apply to the creation of any other category of position.

4. Creation of a CFMS Board Position

- 4.1. The creation of a new Board Director position cannot cause the Board to exceed the maximum number of Board Directors as outlined in the CFMS Bylaws, clause 46.
 - 4.1.1. Should a portfolio's work be overwhelming for a Board Director, greater utilization of portfolio volunteers, committees, file leads, and National Officers will be prioritized over the duplication of the position.
- 4.2. Proposed Board Director positions may fall into two categories:
 - 4.2.1. Representatives of medical students in a specific region of Canada
 - 4.2.2. Directors of a specific operational or strategic portfolio
- 4.3. Any CFMS member may apply to create a new CFMS Board position by submitting a proposal to the Board containing the following:
 - 4.3.1. Description of the position demonstrating how its responsibilities differ from those of existing Board Director positions.
 - 4.3.1.1. If this position is created to take on existing CFMS work, provide a justification for the restructuring.
 - 4.3.1.2. If the position is created to take on new work, provide a justification for expanding the scope of CFMS work.

- 4.3.2. Justification for why a Board Director position is warranted, including detailed explanation on how the powers attributed to Board Directors by the CFMS Delegation of Authority Policy are relevant/necessary to the position.
- 4.3.3. Outline and justification of the costs associated with creating a new Board Director position must be provided.
 - 4.3.3.1. Information about base costs (eg. insurance and travel for essential meetings) must be provided by the VP Finance on request.
 - 4.3.3.2. The applicant must consider whether the new position would require any additional costs beyond the base costs.
- 4.3.4. Outline how creating the position will connect to the CFMS mission, vision, values, and Strategic Plan (ie. how will it advance the interests of Canadian medical students), and what measurable outputs this position will produce towards these goals.
- 4.3.5. Outline how the new position will fit within the current CFMS Board dyad structure.
- 4.3.6. Describe the level of support this position will require from other positions (if any), and what this position will offer existing positions (if any).
- 4.3.7. Evidence that the position will be needed for the foreseeable future (ie. not a time-limited project basis).
- 4.4. In order to successfully create a position, the following steps must be followed:
 - 4.4.1. The Board must approve the creation of the position, and recommend its adoption to the CFMS General Assembly.
 - 4.4.2. The CFMS General Assembly must consider and vote to approve the Board's recommendation to create the new position at the next scheduled resolutions session at a CFMS General Meeting.
- 4.5. After one year the Board shall re-evaluate the position (including whether it has produced the expected outputs, sustained relevance, and future potential) to determine whether benefits outweigh costs for the position and whether a Board Director position continues to be warranted.

5. **Creation of a CFMS National Officer Position**

- 5.1. Any CFMS member may apply to create a new National Officer position by submitting a proposal to the Board containing the following:
 - 5.1.1. Description of the position, identifying which Portfolio it belongs to and demonstrating that its responsibilities differ from those of existing National Officer positions
 - 5.1.1.1. If this position is created to take on existing CFMS work, provide a justification for the restructuring.
 - 5.1.1.2. If the position is created to take on new work, provide a justification for expanding the scope of CFMS work.
 - 5.1.2. Justification for why a National Officer position is warranted, including detailed explanation on how the powers attributed to National Officers by the CFMS Delegation of Authority Policy are relevant/necessary to the position.
 - 5.1.3. Outline and justification of the costs associated with creating a new National Officer position.
 - 5.1.3.1. Information about base costs (eg. insurance and travel for essential meetings) must be provided by the VP Finance on request.

- 5.1.3.2. The applicant must consider whether the new position would require any additional costs beyond the base costs.
 - 5.1.4. Outline how creating the position will connect to the CFMS mission, vision, values, and Strategic Plan (ie. how will it advance the interests of Canadian medical students), and what measurable outputs this position will produce towards these goals.
 - 5.1.5. Describe the level of support this position will require from other positions (if any), and what this position will offer existing positions (if any).
 - 5.1.6. Evidence that the position will be needed for the foreseeable future (ie. not a time-limited project basis).
- 5.2. In order to successfully create a position, the following steps must be followed:
 - 5.2.1. The Board Director responsible for the relevant Portfolio must endorse creation of the position and agree to supervise the new National Officer.
 - 5.2.2. The Board must approve the creation of the position, and recommend its adoption to the CFMS General Assembly.
 - 5.2.3. The CFMS General Assembly must consider and vote to approve the Board's recommendation to create the new position at the next scheduled resolutions session at a CFMS General Meeting.
- 5.3. After one year the Board shall re-evaluate the position (including whether it has produced the expected outputs, sustained relevance, and future potential) to determine whether benefits outweigh costs for the position, and whether a National Officer position continues to be warranted.

Effective Date

6. The CFMS Position Creation Policy shall be effective as of the date the Policy is approved by the CFMS General Assembly following a review by the CFMS Governance Committee and approval by the CFMS Board, unless another date is specified by the resolution of such approval.

Responsibilities

7. Compliance

- 7.1. The CFMS Governance Committee shall ensure ongoing compliance with the Policy and its associated appendices.
- 7.2. The CFMS Governance Committee shall be immediately notified of any violation of the Policy or its associated appendices and shall recommend a resolution of the violation to the Board in-line with best governance practice.
 - 7.2.1. In the event the violation exists as a result of the actions of the Board, the CFMS Governance Committee shall recommend a resolution of the violation to the CFMS Past-President.
- 7.3. In the event of a discrepancy between the Policy and other CFMS documents:
 - 7.3.1. The CFMS By-laws shall supersede the CFMS Position Development Policy.

8. Review

- 8.1. The CFMS Governance Committee shall review the Policy every two (2) years thereafter to ensure the Policy remains relevant and in-line with best governance practices. The CFMS Governance Committee shall recommend changes to the Policy to the Board.

8.2. Changes to the Policy may only be made upon recommendation of the Governance Committee and the Board and with the approval of the majority of the General Assembly.

9. Related Information

9.1. CFMS By-laws

9.2. CFMS Delegation of Authority Policy

10. History

10.1. Originally drafted August 2020

10.2. Approved and Effective: xx xx 2020

10.2.1. Next scheduled review: xx 2021

11. Appendices

11.1. None