

# EXECUTIVE REPORT

*Stephanie Roberts*  
*CFMS Atlantic Regional Director*  
*2021 Annual General Meeting*  
*October 23-24, 2021*



## I. DESCRIPTION AND INTRODUCTION

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.

### **Brief Description**

The CFMS Atlantic Regional Director is responsible for representing all CFMS member schools in the Atlantic provinces to the CFMS Board. The schools are:

- Memorial University of Newfoundland
- Dalhousie University
- Centre de Formation Médicale du Nouveau-Brunswick

The Atlantic Regional Director will chair or attend external meetings, committees, task forces and working groups as required by their regional duties and by their attaché dyad position. They will collaborate with medical societies in the planning of Atlantic events. Finally, the Atlantic Regional Director carries out strategic duties in maintaining their fiduciary responsibilities to the CFMS.

## II. SELECTED MEETINGS ATTENDED

<b>Date</b>	<b>Meeting</b>	<b>Location</b>
April 17-18, 2021	CFMS Spring General Meeting	Virtual

April 18, 2021	CFMS Board Transition Meeting	Virtual
April 24, 2021	CFMS Board Meeting	Virtual
April 25, 2021	Meeting between Past VP Comms and ARD	Virtual
May 2, 2021	CFMS Atlantic Task Force Meeting	Virtual
May 2, 2021	VP Comms Handover Meeting	Virtual
May 8, 2021	CFMS Board Meeting	Virtual
May 8, 2021	Meeting between ARD and GH Director	Virtual
May 15, 2021	CFMS ARD Presentation at CoAMS	Virtual
May 16, 2021	Meeting between past VP Comms and ARD	Virtual
May 22, 2021	CFMS Board Meeting	Virtual
May 24, 2021	Meeting with VP Comms re: Nom Com	Virtual
June 5, 2021	CFMS Board Meeting	Virtual
June 6, 2021	CFMS Emergency Board Meeting	Virtual
June 9, 2021	CFMS Emergency Board Meeting	Virtual
June 10, 2021	Meeting between ARD and ARD BMSAC	Virtual
June 16, 2021	Meeting between past ARD and current ARD	Virtual
June 19, 2021	CFMS Board Meeting	Virtual
June 20, 2021	Meeting between past VP Comms and ARD	Virtual
June 21, 2021	Meeting between ARD and VP External DAL	Virtual
June 21, 2021	Meeting between ARD and VP External Sherbrooke	Virtual
June 27, 2021	CFMS Nom Com/By-election Strategic Planning	Virtual
June 30, 2021	CFMS Atlantic Region Nom Com Info Session	Virtual
June 30, 2021	CFMS Board Statement Writing Meeting	Virtual
July 3, 2021	CFMS Board Meeting	Virtual
July 10, 2021	CFMS Special General Meeting Run-through	Virtual
July 11, 2021	CFMS Special General Meeting	Virtual
July 19, 2021	Meeting between ARD and VP Comms	Virtual
July 21, 2021	Meeting between CMA and CFMS	Virtual

July 27, 2021	Meeting between CFMS President and ARD	Virtual
July 31, 2021	CFMS Board Meeting	Virtual
August 1, 2021	CFMS RRT Meeting	Virtual
August 1, 2021	Meeting between ARD and VP External MUN	Virtual
August 28, 2021	CFMS Board Meeting	Virtual
September 2, 2021	Recruitment Planning Meeting: ARD and VP Comms	Virtual
September 9, 2021	Recruitment Planning Meeting: ARD and VP Comms	Virtual
September 11, 2021	CFMS Recruitment Meeting with Board	Virtual
September 13, 2021	CFMS RRT Meeting	Virtual
September 15, 2021	Recruitment Planning Meeting: ARD and VP Comms	Virtual
September 21, 2021	Strategic Planning Session: AMSA	Virtual
September 25, 2021	CFMS Board Meeting	Virtual
October 3, 2021	AGM Planning Meeting: ARD and VP Comms	Virtual
October 4, 2021	CFMS C2023 Advisory Group Meeting	Virtual
October 8, 2021	Recruitment Planning Meeting: ARD and VP Comms	Virtual
October 11, 2021	Recruitment Planning Meeting: ARD and VP Comms	Virtual
October 14, 2021	Royal College RAC Orientation	Virtual

### III. ACTIVITIES OF THE ATLANTIC REGIONAL DIRECTOR

#### 1. Atlantic Task Force (ATF)

- Responsible for chairing and setting the strategic direction of the ATF.

#### 2. CoAMS

- Responsible for supporting the organization of the annual Conference of Atlantic Medical Students (CoAMS).

#### 3. Royal College Regional Advisory Committee for Atlantic Region (RAC 5)

- Responsible for representing Atlantic medical students at the Royal College's Regional Advisory Committee (RAC) 5.
- Orientation completed for RAC 5.
- Meetings are scheduled to resume in Fall 2021.

## IV. ACTIVITIES RELATED TO THE ROLE OF ATTACHE OR OTHER BOARD ROLES

### 1. Communications Portfolio

- **RRT**
  - Responsible for chairing CFMS Reps Roundtable (RRT).
  - Responsible for organizing meetings by selecting a date, creating an agenda, etc.
  - Responsible for serving as a liaison between RRT and CFMS Board.
- **Spring NomComm 2021**
  - Organized Spring Nom Com 2021 in collaboration with CFMS Board.
  - Chaired NomComm Meeting for CFMS Board to outline a clear plan to move forward with recruitment.
  - Served as a liaison between the Bilingualism Committee and CFMS Board.
  - Supported Portfolio Directors on an as needed basis throughout the NomComm period.
- **Nominations Committee**
  - Worked in collaboration with VP Comms to restructure “Nom Comm” to be known as “CFMS Seasonal Recruitment”.
  - Presented a new recruitment plan with VP Comms to CFMS Board.
  - Proposed and implemented a singular, integrated approach for recruitment to allow for equity across all Portfolios.
  - Proposed the development of a Selections Committee to invite general members to be part of the CFMS marking period.
  - Worked with VP Comms and former Director of Education to create training materials for the Selections Committee.
  - Designed recruitment form and position spreadsheets with VP Comms.
  - Anonymized applicants received via Seasonal Recruitment.
  - Communicated instructions to the Selections Committee and provided each with an individual, private spreadsheet to mark applicants.
  - Changes to be presented at CFMS AGM 2021 for approval by membership.

### 2. Canadian Medical Association (CMA)

- Participated in discussions with CMA Board Members alongside other CFMS Board members prior to CMA AGM 2021.

### 3. Calls to Action

- **Immediate Action Item 6:** Take swift action to fill in the vacant positions, post-resignation, with interim Board members via application as per the relevant bylaws. The CFMS should prioritize candidates who are Black, Indigenous or people of color in the process of filling in vacant positions, in recognition of Canada’s legacy of slavery and colonization that continues to perpetrate inter-generational trauma and social inequities.
  - Organized the **Special General Meeting** on July 11, 2021 to fill the vacant positions of ORD, QRD, President, and VP Comms:
    - Created and distributed graphics via CFMS social media and RRT related to the Special General Meeting in an effort to increase awareness

- of the position opportunities.
  - Created and drafted all CFMS website updates pertaining to the Special General Meeting.
  - Worked in collaboration with WRD and former Director of Education to draft an agenda for the Special General Meeting.
  - Hosted a Special General Meeting Run-Through Session for all Board members.
  - Created Welcome and Update Presentation for Special General Meeting.
  - Provided all members of RRT with information regarding students attending from each school.
- **Recommendation 3:** Create an inclusive culture free of anti-Indigenous racism that amplifies the strengths and resilience of Indigenous communities.
  - **3.1** Promote a culture of “speaking-up” that encourages CFMS Board, Executives and general members active on committees, task forces and working groups to identify and disclose anti-Indigenous racism and microaggressions (Turpel-Lafond) so that this burden doesn’t fall to Indigenous members.
    - Opened RRT meetings with an ask of *all* members to be respectful of the thoughts, ideas, and feelings of other members in effort to promote a culture of “speaking-up”.
    - Set an expectation to RRT members that no form of disrespect (including anti-indigenous racism or forms of microaggression) will be tolerated at RRT meetings.
    - Encouraged members to consult with ARD privately if uncomfortable voicing opinions during meetings.
    - Offered to be available for private meetings if required by any member of RRT.
  - **3.2** Develop and implement an Indigenous cultural protocol for:
    - **3.2.2** Land acknowledgements, which must be conducted at every in-person or online meeting.
      - Opened each RRT meeting with a Land Acknowledgement and provided RRT members with a resource to identify the lands in which they are situated.
- **Recommendation 5:** Increase Accountability and Transparency to Indigenous Medical Students and the larger CFMS General membership.
  - Developed Board Values Statement with WRD and former Director of Education to express transparency to membership.
  - Ensured Board Values Statement and Portfolio Directors’ Values Statement were published to the CFMS website.
  - Liaised with the Bilingualism Committee to ensure Statements were available in English and French.
  - Published the Investigation Update to CFMS Twitter and Facebook pages.
  - Worked in collaboration with VP Comms and former Director of Education to establish a Selections Committee (SC) to mark applicants received from CFMS Fall Recruitment 2021. The SC provided general membership with the opportunity to take part in the selection process and have access to the CFMS marking rubric.

## V. REFLECTIONS AND CONCLUSIONS

I am really grateful for the opportunity to be a part of the new CFMS vision, and I am committed to continuing our efforts with both our original and new teammates. Although challenging, this year has pushed me outside of my comfort zone in many ways and I feel I have grown both personally and professionally because of this experience. I recognize that I have learned the most from *you*, our membership, and as I team I hope we can continue to listen, advocate, and act in alignment with your values and goals for the future of CFMS.

Best Regards,

A handwritten signature in black ink that reads "Stephanie Roberts". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Stephanie Roberts

M.D. Class of 2023, Faculty of Medicine, Memorial University of Newfoundland

Atlantic Regional Director | Canadian Federation of Medical Students

[Atlantic@cfms.org](mailto:Atlantic@cfms.org) | [www.cfms.org](http://www.cfms.org)

I respectfully acknowledge I live and work as a settler on the ancestral homelands of the Beothuk, Mi'kmaq, Innu, and Inuit on the island of Newfoundland & Labrador.