

EXECUTIVE REPORT

*Gurmeet Kaur Sohi and Laura Kim, Western Regional Representative
2017 Spring General Meeting
April 28-29, 2017, Winnipeg, Manitoba*



I. DESCRIPTION OF POSITION

The role of the CFMS Western Regional Representatives is to act as a liaison between the Western Region medical schools (University of Alberta, University of British Columbia, University of Calgary, University of Manitoba, and University of Saskatchewan) and the CFMS executive, to represent the interests of the Western Region schools, as well as to foster communications between the five Western schools.

Along with representing our respective regions, all CFMS regional representatives act as members of the CFMS executive team and assist in carrying out tasks related to the CFMS Strategic Plan and annual operations. This year, we have taken responsibility for co-chairing the Nominations Committee.

II. ACTIVITIES

Meetings attended:

Date	Meeting	Location
September 26, 2016	Western Regional Representatives Transition Meeting	Teleconference
October 2, 2016	Western Dean's Pre-Meeting: Regional Representatives	Teleconference
October 2, 2016	Western Dean's Pre-Meeting: University of Alberta	Teleconference
October 2, 2016	Western Dean's Pre-Meeting: University of Calgary	Teleconference
October 2, 2016	Western Dean's Pre-Meeting: University of Saskatchewan	Teleconference
October 4, 2016	Western Dean's Pre-Meeting: University of Manitoba	Teleconference
October 12, 2016	Western Dean's Pre-Meeting: Regional Representatives	Teleconference
October 12, 2016	Western Dean's Pre-Meeting: All Schools	Winnipeg, MB
October 13, 2016	Western Medical Schools Annual Meeting	Winnipeg, MB
October 15, 2016	CFMS Executive Teleconference	Teleconference
October 20, 2016	Western Regional Representatives: Nom Com	Teleconference
October 25, 2016	Western Regional Representatives	Teleconference
October 25, 2016	Teleconference with CFMS President (Laura)	Teleconference
October 25, 2016	Teleconference with CFMS President (Gurmeet)	Teleconference
October 30, 2016	Western Regional Representatives: Pre-Executive Meeting	Teleconference
Nov 4-6, 2016	CFMS Fall Executive Meeting	Ottawa, ON

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November 7, 2016	Western Regional Representatives	Teleconference
November 12, 2016	Western Regional Representatives	Teleconference
December 1, 2016	Western Region	Teleconference
December 1, 2016	Western Regional Representatives	Teleconference
December 11, 2016	Western Regional Representatives	Teleconference
January 1, 2017	Western Regional Representatives	Vancouver, BC
January 7-8, 2017	CFMS Winter Executive Meeting	Toronto, ON
March	CFMS Executive Teleconference	Teleconference
March 13, 2017	Western Region	Teleconference
March 13, 2017	Western Regional Representatives	Teleconference
March 27, 2017	Teleconference with CFMS President and Past President (Laura)	Teleconference
April 3, 2017	Teleconference with CFMS President and Past President (Gurmeet)	Teleconference
April 20, 2016	Western Regional Representatives	Teleconference

*all meetings were attended by both CFMS Western Regional Representatives unless otherwise indicated

III. PRIORITIES AND PROJECT AREAS

A) Western Medical Schools Annual Meeting

On October 13, we had the opportunity to bring forward the issues facing medical students to the Deans of the Western medical schools. In preparation for this meeting, we consulted with the Presidents of the Western medical school societies to identify significant themes. The topics that we chose to address included career advising and student wellness. We also participated in a panel discussion, offering the student perspective on wellness. Since the meeting, we have prepared a letter highlighting the main points of our presentation and reminding the deanship about the changes that students would like to see. This letter was shared with the Western medical school societies and was communicated with the Deanship of all Western regional schools. We are planning to use this letter as a way to objectively assess whether recommendations at the meeting were implemented or considered. This will allow advocacy to be tailored accordingly in the future.

A concern brought forward at this meeting from the Deanship was regarding the availability of the data from the CFMS Wellness Survey. We advocated at the Fall and Winter Executive Meetings that the de-identified data be made available to the respective medical school societies and deanship so that further outreach and institution of relevant wellness programming can be initiated.

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B) Western Region Meetings

In December, we had our first teleconference comprising of Presidents and VP Externals. This teleconference was an avenue to re-address the issues that were brought forward for the Western Dean's Annual Meeting as well as touch base with the western schools about the plan for the year. The agreement was that quarterly teleconferences would be sufficient with additional meetings on an ad hoc basis if necessary. As one of our goals was to establish greater transparency and communication regarding CFMS Executive meetings, during our March teleconference we shared highlighted topics and discussed the region's perspectives on issues that were brought up at the Winter Executive Meeting. We also established how we can increase our communication before the Spring General Meeting and have utilized social media via Facebook and Whatsapp to promote easier contact with Western Region Presidents.

C) Ice Bowl

Ice Bowl is an annual hockey tournament held and attended by a Western region medical school. Discussions last year highlighted the relatively lower attendance from the University of British Columbia. Ice Bowl 2016 was hosted in Calgary with attendance approximating ___ with increased attendance from UBC, who will also be hosting Ice Bowl 2017.

We recognized that Ice Bowl is a widely attended event and are in the process of utilizing the Western Region budget to provide bursaries to attend this important community-building event.

D) Nominations Committee

As the Chairs of the Nomination Committee, we have managed the Fall and Winter Calls of applications and are in the process of an additional Spring Call. In this role, we first recruited from the national group of VP Externals to participate in the committee. As applications for the various positions are received, we anonymize all applications to exclude any identifying information such as names, cities, and schools. We then sort and send applications to the Nomination Committee to score. For applications requiring interviews, the top ranked applicants are contacted by the respective VPs and selection is made based on equal weighting of nomination committee scores and interview scores.

The Fall Call oversaw the selection of National Officers as well as representatives to CFMS committees such as Education, Finance and Communications. The Winter Call was involved in selecting representatives to external committees such as the Canadian Association of Medical Education and the CMAJ. The SGM Travel Awards and the upcoming IFMSA Summer Travel Awards are also included in this portfolio. This year, the Nominations Committee also worked with Alexandra and the Student Initiative Grant program to aid in selection of those applicants.

During the year thus far, various concerns have been brought up about the Nominations Committee process. Such concerns were centered on professionalism of candidates, the

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efficiency of the selection process, as well as transparency and fairness. Though we were able to gauge insight on how the process ran last year, we recognized there was a need to formalize and have the processes clearly outlined for future calls. We revised the existing Terms of Reference for the Nomination Committee to address the concerns. The revised Terms of Reference will be presented at the Spring General Meeting and if adopted, will allow for improved guidance for future Nominations Committee Chairs.

We have also worked on improving transparency about the selection process to applicants. We constructed an infographic (below) and shared information about the process with all unsuccessful candidates while addressing concerns and questions about how applications can be improved for future engagement opportunities.

An infographic titled 'CFMS NOMINATIONS COMMITTEE' with a green and red color scheme. It details the selection process in five steps: 1. RECEIVING YOUR APPLICATION: Applications are received by Nominations Committee co-Chairs during the call period. 2. ANONYMIZATION: Nominations Committee co-Chairs anonymize applications for names, schools, cities and provinces. 3. SCORING: CFMS Representatives from each school score the applications independently for past experience, skills offered, enthusiasm, commitment and communication skills. 4. INTERVIEWS: Applicants with top scores are invited to interview with CFMS Executives for specific positions. 5. SCORE COLLATION: Scores are normalized for adjudicator variation. Interview scores and written application scores are weighted equally. Successful applicants are informed. The website 'WWW.CFMS.ORG' is listed at the bottom.

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E) Strategic Plan

With the proposal of governance changes by an external analysis of the CFMS, we have advocated and shared our concerns regarding the role of regional representatives in the CFMS executive. We communicated with the President and Past-President that regional representatives are one of the key portfolios that have direct engagements with our medical school societies and thereby the membership at large. We have advocated that, though evolution is required of the portfolio to better represent the regions, the value of regional representatives in the Executive is paramount in remaining accountable and connected with the membership. We have also expressed our views on behalf of the Western region on CFMS governance and functioning by advocating and supporting the Global Health Exchange program in modifying its fee structure so that there is a lower margin of profit from the program.

F) Future Aims

Over the remainder of our term as the CFMS Western Regional Representatives, we will continue to balance representation of the Western Region schools with working with the rest of the CFMS Executive team. Our areas of focus will be to continue regular contact among the Western Region schools by utilizing teleconferences and social media, as well as improve transparency by regularly briefing the Presidents and VP Externals of the activities of the CFMS Executive.

We will continue to support engagement amongst the Western schools by supporting the University of British Columbia with its upcoming Ice Bowl event. As mentioned, we will incorporate CFMS support to this event by providing some financial awards to help students from across a wide geographic region to attend the event. We will continue to support the Ice Bowl 2017 team in their planning as required.

We will also continue to make the Nominations Committee a transparent, efficient and fair process to increase student engagement with the CFMS.

We look forward to SGM 2017 and welcome questions or feedback in regards to our Western Region Representative roles or as the Nominations Committee Co-Chairs.

Gurmeet Kaur Sohi and Laura Kim
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