

# CFMS QUÉBEC REGIONAL DIRECTOR

## TERMS OF REFERENCE



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

Prepared by: Adel Arezki, CFMS Quebec Regional Director (2018-19)

Last Updated: Sara Abdessamie, CFMS Quebec Regional Director (2021-22)

### 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 Québec Regional Director is responsible for representing all CFMS member schools in Quebec. The school is:

- McGill University.

The Québec Regional Director also represents individual CFMS members who are from other Québec medical schools. The Québec 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 Québec events. Additionally, the Québec Regional Director carries out strategic duties in maintaining their fiduciary responsibilities to the CFMS. Finally, the Québec Regional Director serves as a liaison between the CFMS and the Fédération Médicale Étudiante du Québec (FMEQ).

### Term

1. The position of the Quebec Regional Director (QRD) is a one-year position elected by the CFMS General Assembly at the Spring General Meeting (SGM) to provide the newly elected RD with an adequate transition period. The new QRD will assume office immediately following the Annual General Meeting (AGM).

### Accountability

2. This position reports to the CFMS President and is accountable to the membership via the General Assembly.
3. Positions/committees that report to this position:
  - 3.1. Relevant roundtable as per assigned dyad partnership.
4. The Québec Regional Director works in collaboration with their assigned dyad partner to connect them with their assigned Roundtable. In certain circumstances, the Québec Regional Director may take on other roles within their dyad portfolio. In those cases, they would report to their dyad partner.

## **Responsibilities**

5. Connect: The Québec Regional Director will
  - 5.1. compile a post-report after all external meetings that highlights all pertinent information.
  - 5.2. facilitate teleconferences between Québec member school presidents and CFMS representatives. The minutes of these meetings will be stored and reported to the CFMS Board when required.
  - 5.3. meet and discuss important matters with other Regional Directors and CFMS Board members during monthly teleconference calls, tri-annual in-person board meetings, and during the bi-annual CFMS General Meetings.
  - 5.4. fulfill their attaché dyad position in chairing the respective portfolio's roundtable to enable bilateral communication with representatives from every CFMS member school.
  - 5.5. foster strong relationships and open communication with Québec medical students and medical student societies in Québec.
  - 5.6. make themselves available to connect with medical students from member schools to provide guidance and support to the best of their ability.
  - 5.7. serve as Chair of the Bilingualism Committee and lead recruitment of its members
  - 5.8. facilitate communication between CFMS Board and the FMEQ.
  - 5.9. facilitate collaboration between the CFMS and the FMEQ.
  - 5.10. prioritize and promote diversity and equity in all aspects of Federation business. They must aspire to provide a safe, supportive and inclusive community for all members, volunteers, staff and partner organizations.
  
6. Support: The Québec Regional Director will
  - 6.1. provide support and guidance for their assigned dyad positions and fulfill the role of dyad partner in their absence.
  - 6.2. execute certain operational tasks as directed by the CFMS President.
  - 6.3. support the organization of MedGames.
  - 6.4. lead the organization of the AGM and/or Spring General Meeting if held in Québec.
  - 6.5. ensure adequate transition of the incoming Québec Regional Director following elections at the AGM.
  
7. Represent: The Québec Regional Director will
  - 7.1. serve as one of the designated spokesperson for the Federation and interact with CFMS stakeholders as directed by the attaché dyad Director/Vice President.
  - 7.2. represent members on relevant stakeholder committees, task forces and working groups, or delegate this responsibility to another CFMS member as designated by the CFMS President.
  - 7.3. serve as the representative on behalf of Québec medical students to the CFMS Board.
  - 7.4. serve as the official representative of the CFMS to the FMEQ.

**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.**