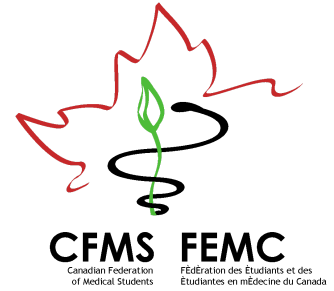


CFMS COMMITTEE ON HEALTH POLICY

TERMS OF REFERENCE



APPROVED BY THE CFMS BOARD OF DIRECTORS ON JULY 21, 2019

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Reviewed by: Yipeng Ge, CFMS Director Government Affairs (2018-2019)

Purpose:

1. The Committee on Health Policy (COHP), hereafter referred to as the “Committee”, is a committee 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 Committee is to:
 - 2.1. Oversee the review process of existing CFMS guiding documents including position papers, policy statements, and discussion papers to ensure the content remains up to date and relevant to the CFMS.
 - 2.2. Monitor, advise, and support the development of guiding documents including position papers, policy statements, and discussion papers.
 - 2.3. Identify, advise on, and address emerging policy priorities for the CFMS.
3. The Committee, through the Chair, reports to the CFMS Board of Directors.

Composition:

4. The Committee will be chaired by the CFMS National Officer of Health Policy, hereafter referred to as the “Chair”.
5. The Committee membership will be composed of individuals drawn from the general membership through an open call for nominations.
 - 5.1. The number of Committee members selected is variable and at the discretion of the National Officer of Health Policy. This team will be appointed via the CFMS Nominations Committee process.
6. The Education Committee will appoint one or two representatives as the “Education Liaison(s)” on the Committee who will facilitate collaboration with the education portfolio on policy matters.
7. The CFMS Director of Government Affairs and the CFMS National Officer of Human Rights and Peace will sit on this committee in advisory roles.
8. Quorum shall consist of a simple majority (50% + 1) of the voting Committee membership, provided that one of the members in attendance is the Chair or Vice-Chair.
 - 8.1. Provided quorum is met, decisions of the Committee 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:

9. Review these Terms of Reference for the Committee and recommend changes to the CFMS Governance Committee and CFMS Board of Directors on an annual basis.

10. CFMS Guiding documents
 - 10.1. Review the organization's guiding documents at five-year intervals following their adoption and recommend each document for retention, updating, or rescinding.
 - 10.1.1. More frequent reviews should be considered where a guiding document warrants it. A more frequent review process is at the discretion of the Chair.
 - 10.1.2. Present motions to rescind documents or approve updated documents at the CFMS Spring General Meeting and CFMS Annual General Meeting.
 - 10.1.3. Work with other committees within the CFMS with the appropriate expertise to address the updates required. For example, the Committee may work with the Education Committee on documents pertaining to education and with the Global Health Advocacy Committee on documents pertaining to global health.
 - 10.1.4. When a document requires an update which exceeds the capacity of the Committee, the Committee may recommend a Task Force be created to address it.
 - 10.1.5. The decision to create a Task Force will be made at the discretion of the CFMS Director of Government Affairs in discussion with the CFMS National Officer of Health Policy.
 - 10.2. Oversee and assist with the development of new CFMS guiding documents.
 - 10.2.1. Advertise and respond to proposals on the Guiding Document Statement of Intent form.
 - 10.3. Ensure that the guiding document guide is updated and accessible to the membership.
11. Emerging Issues
 - 11.1. Identify and advise on emerging policy priorities for the CFMS.
 - 11.2. When the capacity to address an emerging policy priority exceeds the capacity of the Committee, the Committee may recommend a Task Force be created to address it.
 - 11.2.1. The decision to create a Task Force will be made at the discretion of the CFMS Director of Government Affairs in discussion with the CFMS National Officer of Health Policy.
12. Advise on and implement strategies to increase general membership engagement in policy priorities.

Deliverables:

13. The Committee, through the Chair update shall report to the general membership at the CFMS Spring and Annual General Meetings.
14. The Committee, through the CFMS Director of Government Affairs update, shall report to the CFMS Board of Directors at their regularly scheduled meetings (Fall, Winter, and Summer).
15. The Committee shall provide an update of its work at the CFMS National Day of Action Weekend meetings through a presentation delivered by the Chair.

Scope of Activities:

16. The Committee is empowered to engage external advisors on the content of guiding documents where appropriate.

Meetings:

17. At minimum, the Committee shall meet via teleconference every two months.
 - 17.1. The specific timing of these meetings is at the discretion of the Chair.
 - 17.2. Additional meetings may be scheduled at the discretion of the Chair.
 - 17.3. Committee members shall review any relevant meeting materials circulated prior to a meeting such that each member is able to participate in the discussion.
 - 17.4. Only members of the Committee may attend the meetings, unless guests are invited to attend and brought to the attention and approval of the Chair, at least 48 hours in advance of the meeting.

Minutes:

18. The minutes of any Committee meeting shall be circulated prior to the subsequent meeting such that the Committee may approve or rectify the minutes at the aforementioned subsequent meeting.
 - 18.1. The minutes of any Committee meeting shall be made available to the CFMS Board of Directors upon request, regardless of approval status of the minutes.
 - 18.2. The approved minutes of any Committee meeting shall be made available to any CFMS member upon request.
 - 18.3. Attendance shall be taken at each meeting to ensure participation and for minute-taking purposes.

Communications:

19. Between meetings, Committee members may discuss Committee activities through appropriate channels, including, but not limited to, e-mail. Committee members should endeavor to keep the Chair updated on any new developments.

Relationship to Other Groups:

20. The Committee is cross-appointed within the CFMS Government Affairs portfolio.
21. The Committee, at the discretion and direction of the Chair, may form subcommittees to facilitate ongoing Committee work. Committee members may be cross-appointed to such subcommittees at the Chair's discretion.

Related Policies and By-laws:

22. The Committee shall abide by the Terms of Reference outlined in this document, along with the CFMS By-laws.

Liability:

23. 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 a reasonably prudent person.

Term:

24. In the absence of a motion indicating otherwise, the Committee shall be assumed to be annually renewed by the CFMS Board of Directors.
25. Each individual member shall serve a term of approximately one year, concluding with the selection of the members of the subsequent Committee.

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.