

EXECUTIVE REPORT

Anthea Girdwood
Ontario Regional Representative
April 2014 • SGM • Ottawa, ON



I. DESCRIPTION OF POSITION

The primary roles of the CFMS Ontario Regional Representatives are outlined in the bylaws, which state that executives in this position should represent the six Ontario member medical schools (Western, McMaster, Toronto, NOSM, Queen's, Ottawa) and their students at the Executive meetings, and to undertake projects that further the goals of the CFMS.

The goal of representation is achieved through close communication with the provincial medical student organization, Ontario Medical Students Association (OMSA). OMSA is composed of an Executive Committee as well as two VP Externals from each university. These VP Externals also serve as CFMS Representatives for their respective schools. Effective communication between the CFMS and OMSA ensure that redundancies between organizations are eliminated, and that the CFMS can work to provide national response to issues raised provincially. The CFMS Ontario Regional Representatives attend all OMSA executive meetings, either in person, via videoconference, or via teleconference.

As members of the CFMS Executive Committee, the Ontario Regional Representatives also initiate projects that fall under the strategic plan or otherwise address gaps in the CFMS organizational mandate. In addition, they aid the CFMS Vice Presidents in achieving their project goals during the elected term. This year, additional responsibilities included co-ordination of the new Nominations Committee, Director of External Representatives, and work on the Advocacy Toolkit Taskforce.

II. ACTIVITIES

Meetings Attended:

Date	Meeting	Location
Oct 18 th 2013	CFMS Fall Executive Meeting	Ottawa ON
Oct 19 th 2013	OMSA October Meeting (OMSW)	Toronto ON
Nov 3 rd 2013	NORSH Selection T/C	<i>via teleconference</i>
Nov 27 th & 28 th 2013	Royal College Medical Education Committee Meeting	Ottawa ON
Nov 30 th 2013	CFMS Executive T/C	<i>via teleconference</i>
Dec 2 nd 2013	CMA Innovation for Patients Selection T/C	<i>via teleconference</i>
Dec 3 rd 2013	CFMS Representatives T/C	<i>via teleconference</i>
Dec 4 th 2013	CFMS Advocacy Toolkit Taskforce T/C	<i>via teleconference</i>
Dec 7 th 2013	OMSA December Meeting	Toronto ON
Dec 9 th 2013	CFMS General Manager Meeting – External Portfolio	Ottawa ON
Jan 11 th & 12 th 2014	CFMS Winter Executive Meeting	Toronto ON
Jan 16 th 2014	CFMS Executive T/C	<i>via teleconference</i>
Jan 18 th 2014	OMSA January Meeting	Toronto ON
Jan 21 st 2014	CMAJ-CFMS Humanities Blog Editor Selection T/C	<i>via teleconference</i>
Feb 1 st , 2 nd , & 3 rd 2014	CFMS Lobby Day	Ottawa ON
Feb 5 th 2014	CFMS Executive T/C	<i>via teleconference</i>
Feb 10 th 2014	CFMS Advocacy Toolkit Taskforce T/C	<i>via teleconference</i>
Mar 1 st 2014	OMSA March Meeting	Niagara Falls ON
Mar 15 th 2014	CFMS Representatives T/C	<i>via teleconference</i>
Mar 18 th 2014	CFMS Executive T/C	<i>via teleconference</i>
Apr 14 th 2014	OMSA April Meeting (Provincial Lobby Day)	Toronto ON

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III. PRIORITIES AND PROJECT AREAS

A. ONTARIO REPRESENTATION

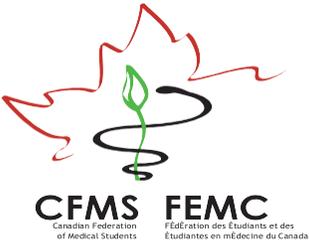
- a. The primary role of regional representation is accomplished through interaction with OMSA. It has been my pleasure to attend all five OMSA meetings to date. My fellow Ontario Regional Representative, David Linton, joined me at two of these meetings, allowing for even greater engagement of the CFMS by OMSA. The increased involvement of both Ontario Regional Representatives has allowed for excellent communication between the national and provincial bodies.
- b. I was able to participate in both OMSA Wellness Retreat and OMSA Lobby Day.
 - Wellness has become an area of increasing interest for the CFMS; it was an educational experience to see Wellness being developed at the local level.
 - OMSA Lobby Day efforts are focused on HHR and the need for resources that allow Ontario to project the health needs of patients. With HHR one focus of CFMS Lobby Day, it was informative to see the intersection of provincial and national HHR policy
- c. It had been the goal of both the Ontario Regional Representatives and the Chairs of OMSA to facilitate an in-person roundtable meeting of Ontario Medical Society Presidents. While OMSA brings together VP Externals from across the province, MedSoc Presidents do not have this same level of formal interaction. Increased communication and collaboration between MedSoc Presidents has been shown to be valuable in the Western Region. Due to constraints of timing and funding, this has not yet been accomplished, however, it is hoped that in the latter half of the term a teleconference can instead be organized.

B. NOMINATIONS COMMITTEE

- a. At the Fall 2013 Spring General Meeting in Vancouver, BC, the General Assembly of the CFMS approved a resolution to create a Nominations Committee. The purpose of this committee was to nominate and select medical students to act as External Representative to other partner medical organizations or to serve internally on various portfolios and their respective committees. The committee is chaired by a Regional Representative and composed of all other Regional Representatives as well as one non-Executive undergraduate medical student representative from each of the medical societies represented at the CFMS. When applications

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were related to a specific portfolio, the relevant CFMS Executive Members were asked to evaluate (ie. the involvement of the VP Advocacy in the selection of the Committee on Health Policy).

- b. One objective of creating the Nominations Committee was to provide opportunities for greater involvement of the general membership in the activities of the organization. . In the past six months, all but three of the 19 members have participated in the evaluation of applicants, with many students working on a number of different projects. Please review the projects taken on by the Nominations Committee in the table below.

List of Selections/Nominations by the CFMS Nominations Committee

Nov 2013	CFMS Committee on Health Policy
Nov 2013	CFMS Education Committee
Nov 2013	CMA Innovation for Patients
Dec 2013	CFMS Finance Committee
Jan 2014	CFMS-CMAJ Peer Reviewers
Feb 2014	IFMSA Travel Awards
Feb 2014	CFMS External Representatives

- c. Preliminary feedback from student members has indicated that their work on the Nominations Committee has allowed them to feel more involved with the CFMS than ever before. As Chair, I feel strongly about the value and performance of the Nominations Committee. It has allowed for increased membership engagement, enhanced transparency of the nominations and selections process, and decreased the amount of peripheral work required by the CFMS Executive. It is my opinion that, at the end of its trial year, the Nominations Committee be made a permanent body within the organizational structure of the CFMS.

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C. DIRECTOR OF EXTERNAL REPRESENTATION

- a. This was the second year in which a Regional Representative has served as Director of External Representatives. Our External Representatives represent Canada's medical students on a number of national partner organizations and serve to further the mission of the CFMS.
- b. As noted by the previous Director of External Representation, it has been challenging to obtain meeting reports from both External Representatives and Executive members. Tying reporting back to reimbursement is one other consideration, however, much of the reimbursement occurs outside of the organization. In consultation with the Executive Council, it was determined that, as the main purpose of these reports is to relay pertinent information to the Executive Committee, perhaps increased development of the Executive Mentor relationship could facilitate communication. Please refer to the attached document "CFMS External Committees Guide", a one-page primer created with the hopes of better outlining the roles and responsibilities of both Representative and Mentor
- c. The General Manager continues to be an invaluable asset to the External Representatives portfolio. As the first point of contact and a constant within the organization, the GM continues to facilitate a majority of the communication between the CFMS and our external organizations. It is unlikely that the Director will be able to take over full responsibility for this group.

D. CFMS LOBBY DAY

- a. It was a privilege to be able to attend CFMS Lobby Day and Leadership Training in February. In an example of the increased cooperation between OMSA and the CFMS, I was able to manage the social media for OMSA alongside the CFMS VP Communications

E. ADVOCACY TOOLKIT TASKFORCE

- a. Over the past six months, I have worked under the VP Government Affairs portfolio on the creation of a practical resource for medical student advocacy. Within the Toolkit, I have worked to develop material and resources outlining the effective use of Social Media in advocacy.

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IV. FOLLOW-UP, VISION, GOALS AND RECOMMENDATIONS FOR THIS POSITION

ONTARIO

1. Along with OMSA Chairs, to organize a MedSoc President roundtable or teleconference.
2. Consider the creation of a CFMS-driven workshop at OMSW 2014 (ie. in Global Health)
3. Consider a mechanism to better facilitate regular OMSA attendance of future Ontario Regional Representatives. This year, the Ontario Regional Representative also served as VP External for the University of Ottawa. Thus, there was no cost to the CFMS for attendance at each of the five meetings and the Ontario Rep had important relationships previously formed within OMSA.

NOMINATIONS COMMITTEE

1. Seek further input from Executive Council, Nominations Committee, and the general membership about operation thus far and continued improvements to the Nominations Committee
2. Bring forward a resolution at AGM 2014 to permanently install the Nominations Committee in the organizational structure of the CFMS.
3. Consider software that could facilitate the collection and compilations of applications.

EXTERNAL REPRESENTATIVES

1. Determine the utility of the External Representative meeting report and, should they continue to be of value, inquire as to an appropriate place to store this information and/or allow general membership to access versions while respecting the confidentiality of the external body.
2. Following the recommendations of the past Director of Representation, spend the final half of the term seeking additional opportunities for CFMS representation.

For any questions pursuant to this report, please contact me at ontario@cfms.org.

Kind Regards,

Anthea Girdwood

CFMS External Committees Guide



The CFMS represents its constituents on many national bodies including the Canadian Medical Association, the College of Family Physicians, the Royal College of Physicians and Surgeons of Canada and many others. Through our Representatives to External Committees, we ensure that the concerns of medical students are represented at the national level.

Important Contact Information

CFMS General Manager

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Responsibilities of the External Representative

External Representatives serve as the voice of the CFMS to partner organizations. It is expected that an External Representative will at all times uphold the values and beliefs of the CFMS and bring the concerns of Canada's medical students to the attention of the partner organization.

Expectations of the External Representative are as follows:

- Become familiar with the External Committee by reviewing the Terms of Reference and other appropriate material (ie. CMA Core Committee Primer);
- Recognize and adequately represent the position of all Canadian medical students, most notably the position democratically determined by the board and representatives of the CFMS;
- Fulfill necessary obligations of External Committee and notify General Manager should you be unable to attend;
- Complete meeting reports to be broadcast to all Canadian medical students;
- Submit timely requests for reimbursement (Refer to Travel Reimbursement Policy);
- Follow through with all the demands of the position until a replacement is sought;
- Liaise with the Executive Committee via an Executive Mentor;
- Assist in the transition of the new External Representative following their election;

Responsibilities of the Executive Mentor

Each External Representative will be assigned a mentor from within the CFMS Executive Committee. This mentor may have a portfolio relevant to the External Committee or may be a regional representative who has volunteered to liaise with a given External Representative.

Expectations of the Executive Mentor are as follows:

- Become familiar with the External Committee by reviewing the Terms of Reference and other appropriate material (ie. CMA Core Committee Primer);
- Be available via e-mail or telephone to respond to questions or concerns of the External Representative;
- Contact the External Representative prior to Executive Meetings to obtain a Committee update;
- Relay any relevant information discussed within the Executive Committee or General Assembly to the External Representative;
- Assist in the transition of the new External Representative following their election;