

Canadian Atlantic Medical Student Association (CAMSA)

Terms of Reference: Roles and Responsibilities

Section 1: Overview of Organization and Structure

The CAMSA **Board Executive** shall consist of the following voting members:

- President
- President-Elect
- Past-President
- Vice-President Executive
- Board Administrator

The CAMSA **Board of Directors** shall consist of the following voting members:

- President
- President-Elect
- Past-President
- Vice-President Executive
- Board Administrator
- Director of Finance
- Director of Communications
- Director of Student Wellness
- Director of Social Accountability
- Director of Advocacy
- Director of Projects and Partnerships
- Director of Medical Education
- CAMSA Ambassadors (4)

The CAMSA **Regional Representatives** shall consist of the following members:

- Dalhousie Medicine Nova Scotia (DMNS) Representative
- Memorial University of Newfoundland (MUN) Representative
- Dalhousie Medicine New Brunswick (DMNB) Representative
- Centre de formation médicale du Nouveau-Brunswick (CFMNB) Representative

The CAMSA **Advisory and Liaison Members** shall consist of the following members:

- Canadian Federation of Medical Students (CFMS) Atlantic Regional Director
- Black Medical Students Association of Canada (BMSAC) Atlantic Director

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- Indigenous Medical Students' Association of Canada (IMSAC) Atlantic Director
- Canadian Queer Medical Students' Association (CQSMA) Atlantic Director
- Medical Student Society Presidents:
 - Memorial University Medical Student Society (MUN MedSoc)
 - Dalhousie Medical Student Society (DMSS)
 - DMSS President
 - Vice-President New Brunswick (VP NB)
 - Association générale étudiante de médecine de l'Université de Sherbrooke - Campus Moncton (AGÉMUS-Moncton)
- Provincial Medical Society Student Representatives:
 - New Brunswick Medical Society (NBMS)
 - Newfoundland & Labrador Medical Association (NLMA)
 - Medical Society of Prince Edward Island (PEI)
 - Doctors Nova Scotia (DNS)
- With a two-thirds majority vote from the CAMSA Board of Directors, Advisory and Liaison members may be added on an ongoing basis.

The CAMSA **General Members** shall consist of:

- All members of the following undergraduate Atlantic medical schools:
 - DMNS, MUN, DMNB, CFMNB

The CAMSA **Honourary Members** shall consist of:

- CFMS President
- With a two-thirds majority vote from the CAMSA Board of Directors, honorary members may be added on an ongoing basis.

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Section 2: Detailed Roles and Responsibilities of Association Members

Section 2.1 Board Executive Terms of Reference

CAMSA President

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

Background

The Canadian Atlantic Medical Students' Association (CAMSA) Board of Directors is composed of elected individuals who represent and serve all Atlantic undergraduate medical students. The purpose of the CAMSA is to represent, unify, foster collaboration, and advocate for its members. The CAMSA will serve as a point of contact for the Atlantic medical student community, facilitating communication with other Canadian and international medical student organizations. The CAMSA is committed to representing the unique and ever-changing perspectives, needs, and concerns of Atlantic medical students.

The four Atlantic Medical Schools are as follows:

1. **Faculty of Medicine, Memorial University of Newfoundland (MUN)**
2. **Faculty of Medicine, Dalhousie University, Nova Scotia (DMNS)**
3. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
4. **Centre de formation médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The CAMSA President is responsible for overseeing and strategically directing the association and its members. The President shall be well-versed in all governing documents and will represent CAMSA on committees and external boards of directors when needed. This position will serve as the Association's spokesperson as needed in a variety of settings, including but not limited to the media. The President will aim to ensure principles of equity, diversity, and inclusion are maintained throughout all operations of the association.

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Term

- I. The position of President is the first of a two-year term.
- II. The President will enter a transition period as President-Elect immediately following the CAMSA Annual General Meeting (AGM) until August 1st of the same calendar year.
- III. Following the transition period, the President will officially assume office for a one-year term on August 1st.
- IV. At the end of the term, the President assumes the official role of Past-President for a one-year term.

Accountability

- I. The President is accountable to the CAMSA Board Executive, Board of Directors, and General Members.
- II. The President reports to the CAMSA Past-President.
- III. Positions reporting to the President:
 - A. President-Elect
 - B. VP Executive
 - C. Board Administrator
 - D. Director of Finance
 - E. Director of Communications
 - F. Director of Student Wellness
 - G. Director of Medical Education
 - H. Director of Advocacy
 - I. Director of Projects and Partnerships
 - J. Director of Social Accountability
 - K. CAMSA Ambassador
 - L. Regional Representatives
- IV. All committees that belong to the CAMSA shall report to their respective Director; however, all shall be held accountable to the President at large.

Responsibilities

- I. To provide strategic direction and ensure all operations of the CAMSA align with the foundational principles of the association:
 - A. To **represent** Atlantic medical students.
 - B. To **unite** Atlantic undergraduate medical students.
 - C. To promote **collaboration** among Atlantic medical students.
 - D. To **advocate** for Atlantic medical students.

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- II. Responsible for overseeing, guiding, and supporting each CAMSA Director and their projects.
- III. Serve as a member of the CAMSA Board Executive.
- IV. To chair the CAMSA Board Executive and Board of Directors meetings and maintain organization and efficiency through the implementation of Robert's Rules.
- V. Serve as a member of the following committees:
 - A. CAMSA Governance Committee.
 - B. Conference of Atlantic Medical Students (CoAMS) Planning Committee.
- VI. Serve as Chair of the CAMSA AGM Planning Committee.
- VII. To chair the CAMSA AGM and maintain organization and efficiency through the implementation of Robert's Rules.
 - A. To prepare and present the CAMSA Annual Report presentation.
 - B. To update, review, and present the CAMSA Elections presentation.
 - C. To serve as Elections Officer (EO).
- VIII. In the event that the CAMSA Board of Directors votes in a tie, the President has the authority to cast the deciding vote.
- IX. Ensure adequate transition for the President-Elect:
 - A. Provide a transition document to the President-Elect.
 - B. Ensure that at least two transition meetings are held with the President-Elect before they take office.
 - C. Chair the CAMSA Board of Directors Transition Meeting.
- X. The President will aim to ensure principles of equity, diversity, and inclusion are maintained throughout all operations of the association.

CAMSA President-Elect

Terms of Reference

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Introduction

The President-Elect is responsible for acquiring the detailed knowledge base needed to effectively lead the Association during their term as President. This includes, but is not limited to, all aspects of representation, collaboration, advocacy, and operations pertaining to the CAMSA and adequately serving its general membership. The President-Elect must also have a thorough understanding of current projects, developing ideas, and the Association's strategic direction for the upcoming year. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

Term

- I. The President-Elect term will take place immediately following the CAMSA AGM and will conclude on August 1st of the same calendar year.

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- II. The President-Elect will assume the official role of President for a one-year term on August 1st.
- III. Following their terms as President-Elect and President, they will serve as Past-President for a one-year term.

Accountability

- I. The President-Elect is accountable to the CAMSA Board Executive, Board of Directors, and General Members.
- II. The President-Elect reports to the CAMSA President.

Responsibilities

- I. During the Transition Period, the President-Elect shall meet with the outgoing CAMSA President for a minimum of two orientation and handover meetings.
- II. During the Transition Period, the President-Elect shall meet with the Board Administrator to become familiar with the logistical and administrative functions of the association.
- III. During the Transition Period, the President-Elect shall attend meetings of the outgoing CAMSA President.
- IV. During the Transition Period, the President-Elect shall independently chair a minimum of one CAMSA Board Meeting.
- V. The President-Elect shall become well acquainted with all CAMSA governing documents, including the By-laws, Terms of Reference, Board of Directors Contracts, and Non-Disclosure Agreements (NDAs) prior to the end of the transition period.
- VI. The CAMSA President-Elect will work in collaboration with the incoming Board of Directors to develop a strategic plan and/or project(s) to carry forward once the President-Elect assumes the position of the President.
 - A. It is recommended for the President-Elect to meet 1:1 with each incoming CAMSA Director during the Transition Period.
- VII. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

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CAMSA Past-President

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

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Introduction

The CAMSA Past-President provides direction, guidance and support for the CAMSA President and Board of Directors at large. Where necessary, the Past-President will also provide institutional memory and knowledge of governing documents and previous operations of the association. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

Term

- I. The position of Past-President is the second of a two-year term.
 - A. The Past-President has previously served as the President-Elect and CAMSA President.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

Accountability

- I. The Past-President is accountable to the CAMSA Board Executive, Board of Directors, and General Members.
- II. The Past-President reports to the CAMSA President.

Responsibilities

- I. Aim to ensure all members of the CAMSA Board of Directors abide by the governing documents of the association including but not limited to the CAMSA By-laws, Terms of Reference, Board of Director Contracts, and Non-Disclosure Agreements.
- II. Act as Chair of the CAMSA Governance Committee.
- III. Serve as a member of the CAMSA Board Executive.
- IV. Serve as a member of the CAMSA AGM Planning Committee.
- V. Where necessary, advises the CAMSA President and Directors to provide institutional memory and knowledge as related to historical operations of the association.
- VI. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

CAMSA Vice-President (VP) Executive

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

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Introduction

The CAMSA President and Past-President make a shared decision in consultation with the Board of Directors to select the CAMSA VP Executive. Despite having two positions on the CAMSA Board of Directors, the VP Executive will have a single vote. The role of the VP Executive is to assist the CAMSA President and assume responsibility for tasks as delegated by the President. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

Terms

- I. The position of the VP Executive is a one-year term.

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Accountability

- I. The VP Executive is accountable to the Board Executive, Board of Directors, and General Members.
- II. The VP Executive reports to the CAMSA President.
- III. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
 - B. CAMSA Governance Committee.
 - C. CAMSA AGM Committee

Responsibilities

- I. Assist the President and assume responsibility for tasks as delegated by the President.
- II. Serve as a member of the CAMSA Board Executive.
- III. Serve as proxy at meetings in the absence of the President or President-Elect.
- IV. Performs the duties of the President in their absence.
- V. Serve as a member of the following committees:
 - A. CAMSA Governance Committee.
 - B. CAMSA AGM Planning Committee
- VI. Will assume office as Interim President if the current President takes a leave of absence for the duration of the leave.
- VII. In the event that the current President resigns from their position on the CAMSA Board of Directors, the VP Executive will serve as Interim President for the remainder of the term.
- VIII. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

CAMSA Board Administrator

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

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Introduction

The Board Administrator serves as the organizational focal point of the association and is responsible for collaborating with the Board Executive and Directors to ensure that meeting logistics, documents, and deadlines are effectively communicated and stored throughout their term. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

Term

- I. The Board Administrator is a one-year term.
- II. The Board Administrator will be mentored by the outgoing Board Administrator for the duration of the Transition Period.

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- III. The Transition Period takes place immediately following the CAMSA AGM until August 1st of the same calendar year.
- IV. The Board Administrator shall officially take office on August 1st.

Accountability

- V. The Board Administrator is accountable to the CAMSA Board Executive and Board of Directors.
- VI. The Board Administrator reports to the CAMSA President.
- VII. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
 - B. CAMSA AGM Committee

Responsibilities

- VIII. Responsible for minute-taking at a minimum of one CAMSA Board of Directors meeting during their transition period.
- IX. Responsible for polling the Board of Directors within the first month of their official term to determine the recurring monthly meeting date and time.
 - A. Following the poll results, the Board Administrator is responsible for informing the board of the date and time of the recurring CAMSA Board of Directors meetings by email.
- X. Responsible for ensuring the CAMSA Personnel Sheet is updated during the first month of their official term and remains current with the contact information of each member of the Board of Directors.
- XI. Responsible for minute-taking at CAMSA Board of Directors and Board Executive meetings.
- XII. Ensure that meeting links, previous meeting minutes, and meeting agendas are distributed to the Board of Directors at a minimum of three days prior to the respective meeting.
- XIII. Serve as a member of the CAMSA AGM Planning Committee.
- XIV. Responsible for organizing the annual CAMSA Committee Recruitment:
 - A. During the first month of their official term, the Board Administrator is responsible for connecting with each Director to determine the number of positions required for each CAMSA committee.
 - B. Responsible for updating the application form with the appropriate timeline and questions as selected by each CAMSA Director.

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- C. Responsible for abiding by the committee recruitment timeline of opening applications on September 1st of each calendar year. Applications are to remain open for a two-week period.
 - D. To work closely with the CAMSA Director of Communications to ensure the application launch is shared in keeping with the recruitment timeline on the CAMSA website and social media accounts.
 - E. To work closely with the CAMSA Ambassadors and Regional Representatives to ensure the application launch is shared in a timely manner on the appropriate social media accounts specific to each member school.
 - F. As applications are received, the Board Administrator is responsible for anonymizing and organizing applicants into the marking spreadsheet.
 - G. Within 24hrs of the close of applications, the Board Administrator is responsible for distributing the anonymized spreadsheet for a one-week marking period to the CAMSA Board of Directors.
 - H. The Board Administrator is responsible for notifying successful and unsuccessful applicants, if applicable, to inform them of their application status within 48 hours of the end of the marking period.
 - I. Provide the email addresses of successful applicants to each Director.
- XV. Responsible for preparing and distributing the CAMSA Board of Director Contracts and Non-Disclosure Agreements (NDAs) for the incoming Board of Directors within one-week following the CAMSA AGM.
- XVI. Responsible for monitoring the general inquiries received by the CAMSA administrative email account and responding to student correspondences in a timely manner of 24-48 hrs.
- XVII. Supervise the custody of all records, with the exception of financial records, and ensure access to the shared Google Drive is restricted to current members of the Board of Directors.
- XVIII. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

Section 2.2 Board Director Descriptions

The aforementioned members of the CAMSA Board Executive form part of the greater CAMSA Board of Directors and their respective roles and responsibilities have been described in Section 2.1.

CAMSA Director of Finance

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

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Introduction

The CAMSA Director of Finance oversees all financial operations of the association. The Director of Finance is responsible for overseeing the development and timely upkeep of the annual budget. The Director of Finance will be actively involved in the recruitment of additional income streams. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

Term

- I. The Director of Finance is a one-year term.
- II. The Director of Finance will be mentored by the outgoing Director of Finance for the duration of the Transition Period.
- III. The Transition Period takes place immediately following the CAMSA AGM until August 1st of the same calendar year.
- IV. The Director of Finance shall officially take office on August 1st.

Accountability

- I. The Director of Finance is accountable to the CAMSA President, Board Executive, Board of Directors and General Membership.
- II. The Director of Finance reports to the CAMSA President.
- III. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
 - B. CAMSA AGM Committee
 - C. CAMSA Grants and Awards Committee

Responsibilities

- I. Provide guidance and direction to the CAMSA Board of Directors regarding finance-related inquiries.
- II. Meet with each Director to create an annual budget and maintain consistent communication for ongoing adjustments.
 - A. The initial budget development meetings should take place within the first month of the Director of Finance's official term.
- III. Responsible for updating the President in a timely manner to highlight pertinent information on topics including but not limited to new sources of funding, financial statements, reimbursements, budget updates, and forecasted expenses.
- IV. Responsible for safe record keeping of financial documents, including but not limited to the budget, invoices, financial partnership agreements, receipts, and disbursement of funds.
- V. Aim to continually optimize the association's finances on an ongoing basis by researching financial resources such as grants and sponsorship opportunities.
- VI. Provide quarterly updates to the Board of Directors regarding the state of the association's annual budget as of fiscal year-to-date.
- VII. Act as a representative on behalf of the association to financial partners.

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- VIII. Serve as a member of the CAMSA AGM Committee.
- IX. Serve as Co-Chair of the CAMSA Grants & Awards Committee.
- X. Serve as an advisor to the CAMSA President on matters related to the finances of the association.
- XI. Ensure adequate transition with the incoming Director Finance:
 - A. Provide a transition document to the incoming Director of Finance.
 - B. Ensure that at least one meeting is held with the incoming director.
 - C. Attend the Board of Directors Transition Meeting.
- XII. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

CAMSA Director of Communications

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

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4. **Centre de formation médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The CAMSA Director of Communications is responsible for the development and delivery of all external communications of the association. These include but are not limited to the CAMSA newsletter, social media accounts, and website. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

Term

- I. The Director of Communications is a one-year term.
- II. The Director of Communications will be mentored by the outgoing Director of Communications for the duration of the Transition Period.
- III. The Transition Period takes place immediately following the CAMSA AGM until August 1st of the same calendar year.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- IV. The Director of Communications shall officially take office on August 1st.

Accountability

- I. The Director of Communications is accountable to the CAMSA President, Board Executive, Board of Directors and General Membership.
- II. The Director of Communication reports to the CAMSA President.
- III. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
 - B. CAMSA Ambassadors
 - C. Regional Representatives
 - D. CAMSA AGM Committee
 - E. CAMSA Communications Committee
 - F. CAMSA Bilingualism Committee

Responsibilities

- I. Maintain consistent communication with all members of the Board of Directors, CAMSA partners, and external organizations to:
 - A. Stay up to date on the Board of Directors' active projects, goals, and committee work.
 - B. Develop content based on the aforementioned to showcase on the CAMSA website, social media accounts, and newsletter.
- II. Oversee the branding of external communications, such as social media visuals and website, to ensure coherence and consistency across all public CAMSA communications.
- III. Oversee the development, review, and approval of all public communications on behalf of the association.
- IV. Ensure that all outbound communications are timely and accurate, including committee recruitment, Board of Director elections, and their results.
- V. Implement novel and creative methods of using CAMSA social media platforms to engage Atlantic medical students and prospective partners.
- VI. Ensure the CAMSA website is up to date with pertinent information.
- VII. Serve as the chair of the CAMSA Communication Committee.
 - A. Schedule monthly committee meetings.
 - B. Work with the committee to outline goals, projects, and tasks to be completed.

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- C. Delegate responsibilities as appropriate.
- VIII. Serve as the chair of the CAMSA Bilingualism Committee.
 - A. If the Director of Communications is not bilingual, they are responsible for finding a chair for this committee through the annual Committee Recruitment process.
 - B. The director of Communications will make every effort to ensure that most materials are provided to CAMSA General Members in both English and French.
- IX. Serve as Co-Chair of the CAMSA Grants & Awards Committee.
- X. Serve as an advisor to the CAMSA President on matters related to public communications of the association. If deemed necessary by the CAMSA President, the Director of Communications may be invited to speak to the public, media, or partners on related topics.
- XI. Shall submit a budget that encompasses projected expenses as they relate to projects, responsibilities and duties of the Director's role to the CAMSA Director of Finance for incorporation into the proposed budget.
- XII. Ensure adequate transition with the incoming Director of Communication:
 - A. Provide a transition document to the incoming Director of Communications.
 - B. Ensure that at least one meeting is held with the incoming director.
 - C. Attend the Board of Directors Transition Meeting.
- XIII. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

CAMSA Director of Student Wellness

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

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Introduction

The CAMSA recognizes the importance of supporting and advocating for the personal health and well-being of medical students throughout their educational and professional careers through means that are in line with students' preferences. In line with these values, the Director of Student Wellness is responsible for developing and overseeing all organized student wellness initiatives. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

Term

- I. The Director of Student Wellness is a one-year term.
- II. The Director of Student Wellness will be mentored by the outgoing Director of Student Wellness for the duration of the Transition Period.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- III. The Transition Period takes place immediately following the CAMSA AGM until August 1st of the same calendar year.
- IV. The Director of Student Wellness shall officially take office on August 1st.

Accountability

- I. The Director of Student Wellness is accountable to the CAMSA President, Board Executive, Board of Directors and General Membership.
- II. The Director of Student Wellness reports to the CAMSA President.
- III. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
 - B. CAMSA Ambassadors
 - C. Regional Representatives
 - D. Student Medical Society Wellness Representatives
 - E. CAMSA Wellness Committee

Responsibilities

- I. Consult with students from each Atlantic medical school to identify student wellness needs.
- II. Identify initiatives in keeping with the needs of student wellness to be undertaken during the course of their term and oversee the development and delivery of such activities.
- III. Monitor and evaluate the success of wellness activities by seeking direct feedback from Atlantic medical students.
- IV. Promote student wellness activities by directly communicating with the CAMSA Regional Representatives, CAMSA Ambassadors, Student Medical Society Wellness Representatives, as well as through the various CAMSA communication platforms.
- V. Serve on external committees as delegated by the CAMSA President and attend meetings with other members of the Board of Directors to determine how to best promote and implement wellness initiatives.
- VI. Serve as the chair of the CAMSA Student Wellness Committee.
 - A. Schedule monthly committee meetings.
 - B. Work with the committee to outline goals, projects, and tasks to be completed.
 - C. Delegate responsibilities as appropriate.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- VII. Serve as an advisor to the CAMSA President on matters related to public communications of the association. If deemed necessary by the CAMSA President, the Director of Student Wellness may be invited to speak to the public, media, or partners on related topics.
- VIII. Shall submit a budget that encompasses projected expenses as they relate to projects, responsibilities and duties of the Director's role to the CAMSA Director of Finance for incorporation into the proposed budget.
- IX. Ensure adequate transition with the incoming Director of Student Wellness:
 - A. Provide a transition document to the incoming Director of Student Wellness.
 - B. Ensure that at least one meeting is held with the incoming director.
 - C. Attend the Board of Directors Transition Meeting.
- X. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

CAMSA Director of Social Accountability

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

Background

The Canadian Atlantic Medical Students' Association (CAMSA) Board of Directors is composed of elected individuals who represent and serve all Atlantic undergraduate medical students. The purpose of the CAMSA is to represent, unify, foster collaboration, and advocate for its members. The CAMSA will serve as a point of contact for the Atlantic medical student community, facilitating communication with other Canadian and international medical student organizations. The CAMSA is committed to representing the unique and ever-changing perspectives, needs, and concerns of Atlantic medical students.

The four Atlantic Medical Schools are as follows:

1. **Faculty of Medicine, Memorial University of Newfoundland (MUN)**
2. **Faculty of Medicine, Dalhousie University, Nova Scotia (DMNS)**
3. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
4. **Centre de formation médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The CAMSA recognizes the importance of Atlantic medical students focusing their education, research, and efforts on addressing priority health concerns and social issues in their community, region, and nation. All members of the CAMSA share this dedication and obligation.

In accordance with these values, the Director of Social Accountability will lead the association in identifying current social issues on an individual and population level in the Atlantic region, as well as establishing relationships and consultative resources to ensure the association is informed and aware in its advocacy efforts. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

Term

- I. The Director of Social Accountability is a one-year term.
- II. The Director of Social Accountability will be mentored by the outgoing Director of Social Accountability for the duration of the Transition Period.
- III. The Transition Period takes place immediately following the CAMSA AGM until August 1st of the same calendar year.
- IV. The Director of Social Accountability shall officially take office on August 1st.

Accountability

- I. The Director of Social Accountability is accountable to the CAMSA President, Board Executive, Board of Directors and General Membership.
- II. The Director of Social Accountability reports to the CAMSA President.
- III. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
 - B. CAMSA Ambassadors
 - C. Regional Representatives
 - D. CAMSA Social Accountability Committee

Responsibilities

- I. To connect medical students with the communities they serve, educate them on social issues, and enable them to build relationships with community members.
- II. Identify and ensure dissemination of the most up-to-date and relevant social issues of the Atlantic region to the Board of Directors and CAMSA General Members.
 - A. Collaborate with the Director of Communications for assistance with dissemination of information.
- III. Collaborate with Regional Representatives, CAMSA Ambassadors, and the CAMSA Social Accountability Committee to identify strategies for Atlantic medical students to contribute to the efforts of addressing social issues and community health concerns.
- IV. Work with the CAMSA Social Accountability Committee to develop projects and initiatives to implement the devised strategies.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- V. Serve as a representative on behalf of the association in developing relationships pertaining to social accountability with community members, partners or stakeholders.
- VI. Lead the CAMSA Board of Directors in organizing educational series on a variety of topics including but not limited to population health concerns, policy changes, and current social issues that may impact Atlantic medical students.
- VII. To ensure that all acts of social accountability within the CAMSA are carried out and preserved in a sustainable, transparent, and objective manner for present and future members.
- VIII. Collaborate and be an active participant of Equity, Diversity and Inclusion committees at each Atlantic medical school.
- IX. Identify training sessions and workshops for the Board of Directors with the goal of providing education on topics including but not limited to cultural awareness, current and past societal events, and population health concerns.
- X. Serve as the chair of the CAMSA Social Accountability Committee:
 - A. Schedule monthly committee meetings.
 - B. Work with the committee to outline goals, projects, and tasks to be completed.
 - C. Delegate responsibilities as appropriate.
- XI. Serve as an advisor to the CAMSA President on matters related to social accountability. If deemed necessary by the CAMSA President, the Director of Social Accountability may be also invited to speak on related topics.
- XII. Shall submit a budget that encompasses projected expenses as they relate to projects, responsibilities and duties of the Director's role to the CAMSA Director of Finance for incorporation into the proposed budget.
- XIII. Ensure adequate transition with the incoming Director of Social Accountability:
 - A. Provide a transition document to the incoming Director of Social Accountability.
 - B. Ensure that at least one meeting is held with the incoming director.
 - C. Attend the Board of Directors Transition Meeting.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

CAMSA Director of Advocacy

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

Background

The Canadian Atlantic Medical Students' Association (CAMSA) Board of Directors is composed of elected individuals who represent and serve all Atlantic undergraduate medical students. The purpose of the CAMSA is to represent, unify, foster collaboration, and advocate for its members. The CAMSA will serve as a point of contact for the Atlantic medical student community, facilitating communication with other Canadian and international medical student organizations. The CAMSA is committed to representing the unique and ever-changing perspectives, needs, and concerns of Atlantic medical students.

The four Atlantic Medical Schools are as follows:

1. **Faculty of Medicine, Memorial University of Newfoundland (MUN)**
2. **Faculty of Medicine, Dalhousie University, Nova Scotia (DMNS)**
3. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
4. **Centre de formation médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The Director of Advocacy has an important role of identifying and voicing the concerns of Atlantic medical students at regional and national levels. This position necessitates a strong and ongoing commitment to solving structural issues affecting historically marginalized populations and communities including, but not limited to, the lenses of anti-racism, anti-oppression, feminism, accessibility, and intersectionality. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

Term

- I. The Director of Advocacy is a one-year term.
- II. The Director of Advocacy will be mentored by the outgoing Director of Advocacy for the duration of the Transition Period.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- III. The Transition Period takes place immediately following the CAMSA AGM until August 1st of the same calendar year.
- IV. The Director of Advocacy shall officially take office on August 1st.

Accountability

- I. The Director of Advocacy is accountable to the CAMSA President, Board Executive, Board of Directors and General Membership.
- II. The Director of Advocacy reports to the CAMSA President.
- III. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
 - B. CAMSA Ambassadors
 - C. Regional Representatives
 - D. CAMSA Advocacy Committee

Responsibilities

- I. Inform the Board of Directors and the general membership about current topics on which to advocate by:
 - A. Gathering knowledge regarding the lived experiences of Atlantic medical students.
 - B. Referring to evidence-based information and resources.
 - C. Consulting experts in the field.
- II. Develop and implement strategies, initiatives, and projects in response to informed advocacy needs of Atlantic medical students.
- III. Identify and develop relationships with key stakeholders, including individuals, organizations, and communities, who can help guide project development and implementation.
- IV. Identify training sessions and workshops for the Board of Directors with the goal of providing education on topics such as cultural awareness, current and past societal events, and population health concerns.
- V. Represent the CAMSA at local, provincial, and national seminars, conferences, projects, and meetings to share the association's ongoing advocacy work and to remain informed on external advocacy initiatives.
- VI. Identify resources and educational materials to guide the Board of Directors on best advocacy practices.
- VII. Serve as the chair of the CAMSA Advocacy Committee.
 - A. Schedule monthly committee meetings.
 - B. Work with the committee to outline goals, projects, and tasks to be completed.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- C. Delegate responsibilities as appropriate.
- VIII. Serve as an advisor to the CAMSA President on matters related to advocacy. If deemed necessary by the CAMSA President, the Director of Advocacy may be also invited to speak on related topics.
- IX. Shall submit a budget for the year of their term to the CAMSA Director of Finance for incorporation into the proposed budget before the proposed budget is approved by the CAMSA Board of Directors, in accordance with a timeline outlined by the Director of Finance.
- X. Ensure adequate transition with the incoming Director of Advocacy:
 - A. On this matter, the outgoing Director of Advocacy must provide a transition document to the incoming Director.
 - B. Ensure that at least one meeting is held between the incoming and outgoing Directors of Advocacy.
 - C. Attends Board of Director Transition Meeting hosted at the Annual General Meeting.
- XI. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

CAMSA Director of Projects & Partnerships

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

Background

The Canadian Atlantic Medical Students' Association (CAMSA) Board of Directors is composed of elected individuals who represent and serve all Atlantic undergraduate medical students. The purpose of the CAMSA is to represent, unify, foster collaboration, and advocate for its members. The CAMSA will serve as a point of contact for the Atlantic medical student community, facilitating communication with other Canadian and international medical student organizations. The CAMSA is committed to representing the unique and ever-changing perspectives, needs, and concerns of Atlantic medical students.

The four Atlantic Medical Schools are as follows:

1. **Faculty of Medicine, Memorial University of Newfoundland (MUN)**
2. **Faculty of Medicine, Dalhousie University, Nova Scotia (DMNS)**
3. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
4. **Centre de formation médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The CAMSA recognizes the value of developing partnerships with local and national organizations whose purpose, goals, and operations are consistent with the association's fundamental principles. In addition, the association also recognizes the importance of providing Atlantic medical students with a platform, resources, and support for implementing new ideas and projects. In keeping with these values, the Director of Projects & Partnerships has a dual role: forming collaborative relationships between the CAMSA and external organizations, as well as assisting Atlantic medical students in their pursuit of implementing new project ideas to enhance the Atlantic medical student experience. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

Term

- I. The Director of Projects & Partnerships is a one-year term.
- II. The Director of Projects & Partnerships will be mentored by the outgoing Director of Projects & Partnerships for the duration of the Transition Period.
- III. The Transition Period takes place immediately following the CAMSA AGM until August 1st of the same calendar year.
- IV. The Director of Projects & Partnerships shall officially take office on August 1st.

Accountability

- I. The Director of Projects & Partnerships is accountable to the CAMSA President, Board Executive, Board of Directors and General Membership.
- II. The Director of Projects & Partnerships reports to the CAMSA President.
- III. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
 1. Director of Finance
 - B. Regional Representatives
 - C. CAMSA Ambassadors
 - D. CAMSA Partnerships Committee
 - E. CAMSA Projects Committee
 - F. CoAMS Committee

Responsibilities

- I. Form partnerships and liaise on a regular basis with organizations, including but not limited to those listed below:
 - A. Canadian Federation of Medical Students (CFMS)
 - B. Black Medical Student Association of Canada (BMSAC)
 - C. Canadian Queer Medical Students Association (CQMSA)
 - D. Indigenous Medical Student Association of Canada (IMSAC)
 - E. Canadian Association of Physicians with Disabilities (CAPD)
- II. Initiate communication with the Atlantic Director, local subchapter leads, and/or President of each of the organizations listed above within the first month of their official term.
 - A. In this initial correspondence, inform each individual that the association has a position available for them as a CAMSA Advisory or Liaison Member, if they wish to accept.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- B. This position would enable them to attend monthly CAMSA Board of Director meetings and provide feedback and guidance on various projects and initiatives of the association.
- III. Maintain regular communication with each of the aforementioned personnel, and notify them regarding CAMSA events, including but not limited to:
 - A. CAMSA Committee Recruitment
 - B. CAMSA AGM and Board of Directors Election
 - C. CoAMS
 - D. Other CAMSA Events
 - E. External organization events as approved to be shared by the Director of Projects & Partnerships.
- IV. Oversee projects which benefit Atlantic medical students, as well as the current and future physician workforce in Atlantic Canada.
- V. Serve as the chair of the CAMSA Partnerships Committee.
 - A. Schedule monthly committee meetings.
 - B. Work with the committee to outline goals, projects, and tasks to be completed.
 - C. Delegate responsibilities as appropriate.
- VI. Serve as the chair of the CAMSA Projects Committee.
 - A. Schedule monthly committee meetings.
 - B. Work with the committee to outline goals, projects, and tasks to be completed.
 - C. Delegate responsibilities as appropriate.
- VII. Ensure adequate transition of the CoAMS Planning Committee by providing the appropriate planning documentation and historical knowledge to the incoming planning committee.
 - A. Serve as a member of the CoAMS Planning Committee.
- VIII. Serve as an advisor to the CAMSA President on matters related to the projects and partnerships of the CAMSA. If deemed necessary by the CAMSA President, the Director of Projects and Partnerships may be also invited to speak on related topics.
- IX. Shall submit a budget that encompasses projected expenses as they relate to projects, responsibilities and duties of the Director's role to the CAMSA Director of Finance for incorporation into the proposed budget.
- X. Ensure adequate transition with the incoming Director of Projects & Partnerships:

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- A. Provide a transition document to the incoming Director of Projects & Partnerships.
 - B. Ensure that at least one meeting is held with the incoming director.
 - C. Attend the Board of Directors Transition Meeting.
- XI. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

CAMSA Director of Medical Education

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

Background

The Canadian Atlantic Medical Students' Association (CAMSA) Board of Directors is composed of elected individuals who represent and serve all Atlantic undergraduate medical students. The purpose of the CAMSA is to represent, unify, foster collaboration, and advocate for its members. The CAMSA will serve as a point of contact for the Atlantic medical student community, facilitating communication with other Canadian and international medical student organizations. The CAMSA is committed to representing the unique and ever-changing perspectives, needs, and concerns of Atlantic medical students.

The four Atlantic Medical Schools are as follows:

1. **Faculty of Medicine, Memorial University of Newfoundland (MUN)**
2. **Faculty of Medicine, Dalhousie University, Nova Scotia (DMNS)**
3. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
4. **Centre de formation médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The Director of Medical Education is responsible for having a thorough understanding of each Atlantic medical school curriculum. Having this insight will enable the Director of Medical Education to identify gaps in undergraduate medical education and develop tools, resources, or advocacy initiatives to address them. The Director of Medical Education will also seek to attend external meetings on various medical education-related boards, committees, task forces, and working groups. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

Term

- I. The Director of Medical Education is a one-year term.
- II. The Director of Medical Education will be mentored by the outgoing Director of Medical Education for the duration of the Transition Period.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- III. The Transition Period takes place immediately following the CAMSA AGM until August 1st of the same calendar year.
- IV. The Director of Medical Education shall officially take office on August 1st.

Accountability

- I. The Director of Medical Education is accountable to the CAMSA President, Board Executive, Board of Directors and General Membership.
- II. The Director of Medical Education reports to the CAMSA President.
- III. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
 - B. CAMSA Ambassadors
 - C. Regional Representatives
 - D. Atlantic VP Academics
 - E. CAMSA Medical Education Committee

Responsibilities

- I. Collaborate with Atlantic VP Academics or an equivalent position to learn about each curriculum, receive regular updates, and obtain student input on desired advancements in medical education.
 - A. Organize quarterly meetings with VP Academics from each Atlantic medical school.
- II. Advocate for improvements, changes, and implementation of undergraduate medical education curriculum proposals made by Atlantic medical students.
 - A. Organize meetings as necessary with Medical Student Societies, Academic Committees, Deans of Medicine.
- III. Develop strategic goals based on the gaps, challenges, and areas for improvement identified during Atlantic medical student consultations.
- IV. Identify, develop, and oversee the implementation of each strategic aim through associated initiatives and projects.
- V. Update the CAMSA Match Book on an annual basis to ensure its information remains current and applicable to students.
- VI. Make contact with the CFMS, OMSA, and FMEQ Directors of Medical Education within the first month of the official term.
 - A. If approved, attend the CFMS Academic Roundtable meetings as scheduled.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- B. Maintain consistent communication with the aforementioned organizations to ensure the CAMSA is up to date on changes, advances, and ongoing advocacy work regarding undergraduate medical education in Canada.
- VII. Advise the CAMSA President on matters pertaining to medical education. If the CAMSA President deems it necessary, the Director of Medical Education may be invited to speak on related topics.
- VIII. Shall submit a budget that encompasses projected expenses as they relate to projects, responsibilities and duties of the Director's role to the CAMSA Director of Finance for incorporation into the proposed budget.
- IX. Ensure adequate transition with the incoming Director of Medical Education:
 - A. Provide a transition document to the incoming Director of Medical Education.
 - B. Ensure that at least one meeting is held with the incoming director.
 - C. Attend the Board of Directors Transition Meeting.
- X. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

CAMSA Ambassador

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

Background

The Canadian Atlantic Medical Students' Association (CAMSA) Board of Directors is composed of elected individuals who represent and serve all Atlantic undergraduate medical students. The purpose of the CAMSA is to represent, unify, foster collaboration, and advocate for its members. The CAMSA will serve as a point of contact for the Atlantic medical student community, facilitating communication with other Canadian and international medical student organizations. The CAMSA is committed to representing the unique and ever-changing perspectives, needs, and concerns of Atlantic medical students.

The four Atlantic Medical Schools are as follows:

1. **Faculty of Medicine, Memorial University of Newfoundland (MUN)**
2. **Faculty of Medicine, Dalhousie University, Nova Scotia (DMNS)**
3. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
4. **Centre de formation médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The CAMSA Ambassadors are comprised of four Atlantic medical students, one from each Atlantic medical school. The CAMSA Ambassadors must be excited, self-motivated, and committed to engaging Atlantic medical students to become involved or attend events related to the association at each school. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

Term

- I. The position of the CAMSA Ambassador is a one-year term.
- II. Each CAMSA Ambassador will be mentored by their respective outgoing CAMSA Ambassador for the duration of the Transition Period.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- III. The Transition Period takes place immediately following the CAMSA AGM until August 1st of the same calendar year.
- IV. Each CAMSA Ambassador shall officially take office on August 1st.

Accountability

- I. Each CAMSA Ambassador is accountable to the CAMSA President, Board Executive, Board of Directors, and General Members.
- IV. Each CAMSA Ambassador reports to the CAMSA President.
- V. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
 - B. Regional Representatives

Responsibilities

- I. Serve as a passionate advocate for the association's mission and values.
- II. Utilize creative and innovative strategies to increase awareness and generate interest among students regarding the association.
- III. Take the lead in promoting the association's events across each medical school campus.
 - A. This includes creating eye-catching promotional materials, utilizing social media platforms, and organizing interactive activities to draw attention to our initiatives.
 - B. Collaborate with the Director of Communications.
 - C. Consistently sharing this information in social media groups.
 - D. Connect with each Class President to ask to share CAMSA-related information in individual class social media groups if applicable.
 - E. Connect with the administrative personnel at each medical school responsible for distributing information regarding student-led events and involvement opportunities (Ex: Email Listserv).
- I. Host CAMSA informational events at each school on a biannual basis.
- II. Assist with the execution of CAMSA events being hosted at their school if led by a specific Director.
- III. Present the CAMSA information presentation at the respective school's orientation week.
- IV. Actively encourage and recruit Atlantic medical students to get involved in CAMSA Committees.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

- V. Connect with students face-to-face to build genuine relationships; be the friendly face of our organization at campus events, club fairs, and other gatherings.
- VI. Encourage Atlantic medical students to run for a position on the Board of Directors.
- VII. Work closely with fellow ambassadors and the organization's leadership to brainstorm and implement new ideas for engagement.
 - A. Collaborate on projects, share insights, and contribute to the overall success of the organization.
- VIII. Demonstrate motivation, commitment, and excitement regarding the association when recruiting Atlantic medical students.
- IX. Shall submit a budget that encompasses projected expenses as they relate to projects, responsibilities and duties of the Ambassador's role to the CAMSA Director of Finance for incorporation into the proposed budget.
- X. Ensure adequate transition with the incoming CAMSA Ambassador:
 - A. Provide a transition document to the incoming CAMSA Ambassador.
 - B. Ensure that at least one meeting is held with the incoming director.
 - C. Attend the Board of Directors Transition Meeting.
- XI. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

Section 2.3 Regional Representative Description

CAMSA Regional Representatives

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

Background

The Canadian Atlantic Medical Students' Association (CAMSA) Board of Directors is composed of elected individuals who represent and serve all Atlantic undergraduate medical students. The purpose of the CAMSA is to represent, unify, foster collaboration, and advocate for its members. The CAMSA will serve as a point of contact for the Atlantic medical student community, facilitating communication with other Canadian and international medical student organizations. The CAMSA is committed to representing the unique and ever-changing perspectives, needs, and concerns of Atlantic medical students.

The four Atlantic Medical Schools are as follows:

1. **Faculty of Medicine, Memorial University of Newfoundland (MUN)**
2. **Faculty of Medicine, Dalhousie University, Nova Scotia (DMNS)**
3. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
4. **Centre de formation médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The CAMSA Regional Representatives are comprised of four Atlantic medical students, one from each Atlantic medical school, who are selected through an election process conducted by each Medical Student Society. Regional Representatives serve as direct liaisons between the CAMSA and each distinct Medical Student Society, and as such, they are responsible for articulating the perspectives, concerns, and values conveyed by the Atlantic medical students they represent. These positions will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA as it pertains to their role.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

Term

- I. Regional Representative elections may differ depending on the processes used by each school.
- II. By August 1st of each calendar year, the CAMSA Regional Representative must be chosen for each Atlantic medical school.

Accountability

- I. The Regional Representative is accountable to the CAMSA President, Board Executive, Board of Directors and General Membership.
- II. The Regional Representative reports to the CAMSA President.
- III. Positions/committees to collaborate with this position:
 - A. All CAMSA Directors
- IV. Each Regional Representative is also accountable to their corresponding Medical Society President.

Responsibilities

- I. Serve as a direct liaison between the CAMSA and their respective Atlantic Medical Student Society.
- II. Attend and actively participate in monthly CAMSA Board of Directors meetings.
 - A. Utilize the provided CAMSA Board of Directors Meeting Minutes Template to summarize updates at each Board of Directors meeting.
- III. Present monthly updates on behalf of the CAMSA at each Medical Student Society meeting using the aforementioned template.
- IV. Present monthly updates on behalf of the Medical Student Society at each CAMSA Board of Directors meeting.
- V. Identify how the CAMSA's operations, efforts, and resources can be used to enhance the Atlantic medical student experience at their respective school.
- VI. Execute operational tasks as directed by the CAMSA President.
- VII. Ensure adequate transition of the incoming Regional Representative following elections at their respective medical school. Ensure that at least one meeting is held with the incoming Regional Representative.
- VIII. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained while performing all responsibilities pertinent to the position within the CAMSA.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

Section 2.4 Advisory and Liaison Member Descriptions

CAMSA Advisory and Liaison Member Descriptions

Terms of Reference

Approved by the CAMSA Board of Directors on February 15, 2024.

Background

The Canadian Atlantic Medical Students' Association (CAMSA) Board of Directors is composed of elected individuals who represent and serve all Atlantic undergraduate medical students. The purpose of the CAMSA is to represent, unify, foster collaboration, and advocate for its members. The CAMSA will serve as a point of contact for the Atlantic medical student community, facilitating communication with other Canadian and international medical student organizations. The CAMSA is committed to representing the unique and ever-changing perspectives, needs, and concerns of Atlantic medical students.

The four Atlantic Medical Schools are as follows:

1. **Faculty of Medicine, Memorial University of Newfoundland (MUN)**
2. **Faculty of Medicine, Dalhousie University, Nova Scotia (DMNS)**
3. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
4. **Centre de formation médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The CAMSA Advisory and Liaison Members are Atlantic medical students who have been elected to the Board of Directors of external organizations whose influence, operations, advocacy, and representation are inextricably linked to the mission of the CAMSA. Additional CAMSA Advisory and Liaison Members may be designated based on a two-thirds majority vote of the CAMSA Board of Directors. The CAMSA Advisory and Liaison Members are non-voting members of the CAMSA Board of Directors, and these positions, like all Board Members, will serve to uphold the principles of equity, diversity, and inclusion in all operations pertaining to their role.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.

Members

- I. Atlantic Regional Director - CFMS
- II. Atlantic Regional Director - BMSAC
- III. Regional Director Atlantic - IMSAC
- IV. Regional Director Atlantic - CQSMA
- V. Atlantic Medical Student Representative - CAPD
- VI. Other Atlantic Directors as invited from external organizations.

Term

Elections and terms for CAMSA Advisory and Liaison Members may differ depending on the individual organizational election processes. As the newly elected CAMSA Board of Directors take office on August 1st of each calendar year, it is ideal for the CAMSA Advisory and Liaison Members to be selected from their respective organizations by that date.

Accountability

- I. The CAMSA Advisory and Liaison Members are accountable to the CAMSA President if working on collaborative projects and while attending CAMSA Board of Directors meetings.

Responsibilities

- I. To meet with the CAMSA Director of Projects and Partnerships via virtual or in-person meeting to discuss and decide on the specifics of the relationship between the CAMSA and the Advisory or Liaison Member.
 - A. Ideally, the initial meeting will take place within the first month of the newly elected CAMSA Board of Directors.
- II. The CAMSA Advisory and Liaison Members will have the option of serving on the CAMSA Board of Directors as a non-voting member and attending Board of Directors meetings as an Advisory Member, or being contacted on an as-needed basis to provide perspective on work relevant to the individual's interests and role as a Liaison Member.
- III. Serve as a liaison between the CAMSA and the organization that the individual represents.
- IV. To advise the CAMSA Board of Directors on general work, communications, and project-specific initiatives as accepted by the Advisory and Liaison Members.

The CAMSA Terms of Reference are subject to annual review by the CAMSA Governance Committee prior to presenting to the CAMSA Board of Directors for approval and implementation.