

Canadian Atlantic Medical Student Association (CAMSA)

Terms of Reference:

Association's Members' Roles and Responsibilities

Section 1: Overview of Organization and Structure

The CAMSA *Board Executives* shall consist of:

- President
- President-Elect
- Past-President
- Board Administrator

The CAMSA *Board of Directors* shall consist of:

- President
- President-Elect
- Past-President
- 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

The CAMSA *Regional Representatives* shall consist of:

- 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 non-voting *Advisory Members* shall consist of:

- Canadian Federation of Medical Students (CFMS) Atlantic Regional Director
- Black Medical Students Association of Canada (BMSAC) Atlantic Director
- Indigenous Medical Students' Association of Canada (IMSAC) Atlantic Director
- Canadian Queer Medical Students' Association (CQSMA) Atlantic Director
- Medical Society Representatives of DMNS, MUN, DMNB, CFMNB
- Other Atlantic Directors as invited from external organizations.

The CAMSA *General Members* shall consist of:

- Includes all members of the following medical undergraduate programs:
 - DMNS, MUN, DMNB, CFMNB

The CAMSA *Honourary Members* shall consist of:

- Medical School Dean(s) of DMNB, DMNS, MUN, CFMNB
- Provincial Medical Association Student Representative(s):
 - New Brunswick Medical Society (NBMS)
 - Newfoundland & Labrador Medical Association (NLMA)
 - Medical Society of Prince Edward Island (PEI)
 - Doctors Nova Scotia
- CFMS President
- With a majority vote from the CAMSA Board of Directors, honorary members may be added on an ongoing basis.

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 _____.

Background

The Canadian Atlantic Medical Student Association (CAMSA) is made up of elected members who represent all students enrolled in each of the four Atlantic medical schools. The founding pillars of the CAMSA are to connect, unite, represent, and advocate for its members. CAMSA exists to facilitate communication among its members, as well as communication with other Canadian medical student associations and federations on a national and international scale. 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 is well-versed in all governing documents, policies, and procedures of the CAMSA. The President will serve on the CAMSA committees, external boards, and as a representative of the Association as needed. This position will coordinate and ensure that policies relating to equity, diversity, and inclusion are followed in all CAMSA operations. Finally, the President will serve as the Association's spokesperson in a variety of settings, including but not limited to the media.

Term

- I. The position of President is the first of a two-year term.
- II. The President will take office immediately following the CAMSA Annual General Meeting after a 3 month transition period as President-Elect.

- III. Following the end of their term, the President assumes the official role of Past-President for a one-year term. This transition will occur during the subsequent CAMSA Annual General Meeting.

Accountability

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

Responsibilities of CAMSA President

- I. To abide by the foundational principles of the CAMSA which include but are not limited to:
 - A. To **represent** all Atlantic medical students.
 - B. To **unite** all Atlantic medical students.
 - C. To **collaborate** with all Atlantic medical students.
 - D. To **advocate** for all Atlantic medical students.
- II. In the event that the CAMSA Board of Directors votes in a tie, the President has the authority to cast the deciding vote.
- III. Ensure adequate transition for the incoming President:
 - A. On this matter, the outgoing President must provide a transition document to the President-Elect.
 - B. Ensure that at least one meeting is held between the President-Elect and outgoing President.
 - C. Attends Board of Director Transition Meeting hosted at the Annual General Meeting.

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

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 position of President-Elect is a three-month term.
- II. Following the end of their term, the President-Elect assumes the official role of President for a one-year term immediately following the CAMSA Annual General Meeting.
- III. Following their terms as President-Elect and President, they will serve as Past-President for a one-year term. This transition will occur at the subsequent CAMSA Annual General Meeting.

Accountability

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

Responsibilities of CAMSA President-Elect

- I. Following the elections, the President-Elect shall meet with the CAMSA President and Board Chair for a minimum of one orientation and handover meeting.
- II. To meet with the Board Administrator to become familiar with the logistical and administrative functions of the Association.
- III. To attend the meetings of the CAMSA President as President-Elect for a three-month transition period.
- IV. To independently chair a minimum of one CAMSA Board Meeting prior to the end of the three-month transition period.
- V. To become acquainted with all of the CAMSA governing documents and policies prior to the end of the transition period.
- VI. The CAMSA President-Elect will work in collaboration with the current President, Past-President, and 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.

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CAMSA Past-President

Terms of Reference

Approved by the CAMSA Board of Directors on _____.

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Introduction

The Past-President of the CAMSA is a non-voting member of the CAMSA Board of Directors who guides and supports the President. Where necessary, the Past-President will also provide institutional memory and knowledge of the CAMSA governing documents, policies, and previous activities. In addition, the Past-President will act as the Board Chair or delegate a Board Chair for all the CAMSA Executive, Board of Director, and General Meetings. 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.
- II. The Past-President has previously served as the President-Elect and President of the CAMSA.

Accountability

- I. While the Past-President is not acting as Board Chair of meetings, the position reports to the CFMS President and Review Committee.
- II. While the Past-President is acting as Board Chair during council and general meetings, the individual is no longer specifically accountable to the CFMS President and Review

Committee but remains accountable to the CAMSA at large as they are the head authority while conducting the items of the aforementioned meetings.

- III. Should the Past-President seek to advise the President during a meeting that they are acting as Board Chair, the Past-President must publicly state to the meeting attendees that they wish to temporarily relieve their role as Board Chair, replaced as the role of Past-President and perform the advising they seek to deliver, whilst being accountable to those mentioned in section I of the accountabilities within the Past-President position. Afterwhich, the individual resumes the Board Chair position and conducts in the same manner described above in section II of Past President Accountability.

Responsibilities of CAMSA Past-President

- I. Serves as Board Chair for all Board meetings and ensures that all members of the Board of Directors follow CAMSA bylaws, policies, and procedures.
- II. Acts as Chair of the Review Committee.
- III. Where necessary, advises CAMSA President and provides institutional memory and knowledge as related to previous CAMSA activities.

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CAMSA Board Administrator

Terms of Reference

Approved by the CAMSA Board of Directors on _____.

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Introduction

The Board Administrator acts as the organizational focal point of the CAMSA, collaborating with the Board Executives and Directors to ensure that meeting details, deadlines, and documentation, among other administrative duties, are effectively communicated, stored, shared, and protected throughout the fiscal year. Once the Association is able to sustain such a payroll, this position will transition to a paid position (i.e. CAMSA Staff Member). 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 minimum one-year term as it stands as a volunteer position.

Accountability

- II. The President is accountable to the CAMSA Board Executives and Board of Directors.

Responsibilities of CAMSA Board Administrator

- III. Responsible for creating and distributing an annual CAMSA calendar which includes, but is not limited to, dates of Board meetings and the Annual General Meeting.

- IV. Responsible for minute taking at the CAMSA Board of Director and General Membership meetings.
- V. Ensure that meeting links, previous meeting minutes, and meeting agendas are distributed to Board Executives and Board of Directors at least one week before meetings.
- VI. Responsible for monitoring the general inquiries received from the CAMSA email account and responding to student correspondences in a timely manner.
- VII. Supervise the custody of all records, other than financial records, and correspondence pertaining to the business of 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 2.2 Board Director Descriptions

The aforementioned president, president-elect, and past president belong to this group and their respective roles and responsibilities have been described above in Section 2.1.

CAMSA Director of Finance

Terms of Reference

Approved by the CAMSA Board of Directors on _____.

Background

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Introduction

The CAMSA Director of Finance oversees the financial operations of the CAMSA. This position oversees all financial matters of the CAMSA including identifying income streams, overseeing the creation and daily upkeep of the budget, and ensuring proper auditing is conducted annually to ensure transparency and accountability 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

The CAMSA Director of Finance is a one-year position elected at the CAMSA Annual General Meeting. The Director of Finance-Elect will be mentored by the past Director of Finance for a minimum of a three-month transition period and will officially assume office on August 1st of the same calendar year.

Accountability

- I. The Director of Finance reports to the CAMSA President and is accountable to the General Membership.
- II. Positions/committees to collaborate with this position:
 - A. Director of Communications
 - B. Director of Projects and Partnerships
 - C. Grants and Awards Committee

Responsibilities

- I. Direct and provide financial expertise to any CAMSA Board Member regarding all finance-related inquiries.
- II. Collaborate with other CAMSA Board Directors to create their respective budgets and continually consult for ongoing management.
- III. Responsible for creating a summary following all external meetings to highlight pertinent information including new financial statements, updates of the CAMSA budget, and forecasted expenses.
- IV. Responsible for recording keeping of financial documents, including but not limited to receipts, custody, banking, and disbursements of the funds of the Association.
- V. Aim to continually optimize the Association's finances on an ongoing basis by gaining financial resources and sponsorships while reducing unnecessary expenditures.
- VI. Provide ongoing updates to Board Directors and Council Members regarding the state of the Association's annual budget as of fiscal year-to-date.
- VII. Act as a representative for other CAMSA members on stakeholder committees and working groups as it pertains to finances, or delegate this responsibility to another CAMSA member.
- VIII. Serve as an advisor to the CAMSA President on matters related to the finances of the CAMSA. If deemed necessary by the CAMSA President, the Director of Finance 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 after the incoming Director Finance:
 - A. On this matter, the outgoing Director of Finance 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 Finance.
 - 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.

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 Communications

Terms of Reference

Approved by the CAMSA Board of Directors on _____.

Background

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7. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
8. **Centre de Formation Médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The CAMSA Director of Communications will serve as a spokesperson and media contact for the Association and is responsible for maintaining internal communications and external outreach 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

The CAMSA Director of Communications is a one-year position elected at the CAMSA Annual General Meeting. The Director of Communications-Elect will be mentored by the past Director of Communications for a minimum of a three-month transition period and will officially assume office on August 1st of the same calendar year.

Accountability

- I. The Director of Communications reports to the CAMSA President and is accountable to the General Membership.
- II. The Director of Communication collaborates with all positions within the CAMSA.

Responsibilities

- I. Compile a report following all meetings that highlight relevant information regarding future communication tasks to be carried out.
- II. Maintain ongoing communication with all CAMSA Board Directors and external organizations.
- III. Assist all Board Directors with their branding and messaging to assure coherence and consistency between all CAMSA communications.
- IV. Set strategic goals for internal and external communications initiatives to be carried out during their term and oversee their implementation.
- V. Oversee and approve all media releases and communications on behalf of The CAMSA that go out to general and council members, external organizations, and the public.
- VI. Ensuring all CAMSA outgoing communications are timely and appropriately informed, including, but not limited to the CAMSA official social media, website posts, and updates.
- VII. Execute campaigns that integrate communications tactics, thought leadership, stakeholder engagement, and public affairs tactics.
 - A. Implement novel and creative methods of using CAMSA social media platforms to engage Atlantic medical students and prospective stakeholders.
- VIII. Serve as a designated spokesperson for the CAMSA and interact with CAMSA stakeholders on matters related to the communications initiatives set out for their term.
- IX. Serve as an advisor to the CAMSA President on matters related to communications of the CAMSA. If deemed necessary by the CAMSA President, the Director of Communications may be also invited to speak on related topics.
- X. 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.
- XI. Ensure adequate transition after the incoming Director of Communication by:
 - A. On this matter, the outgoing Director of Communications 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 Communications.
 - C. Attends Board of Director Transition Meeting hosted at the Annual General 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.

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 Student Wellness

Terms of Reference

Approved by the CAMSA Board of Directors on _____.

Background

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4. **Centre de Formation Médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The CAMSA recognizes the importance of supporting and advocating for medical learners' and professionals' personal health and well-being throughout their educational and professional careers in ways that are consistent with students' desires. Furthermore, the CAMSA is committed to advancing the cause of medical student health and well-being through national efforts and initiatives. In alignment with these values, the Director of Student Wellness has the mandate to oversee all student wellness activities organized by the CAMSA. 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

The CAMSA Director of Student Wellness is a one-year position elected at the CAMSA Annual General Meeting. The Director of Student Wellness-Elect will be mentored by the past Director of Student Wellness for a minimum of a three-month transition period and will officially assume office on August 1st of the same calendar year.

Accountability

- I. This position reports to the CAMSA president.
- II. Positions/committees that collaborate with this position:

- A. Director of Advocacy
- B. Director of Social Accountability
- C. Communications Committee
- D. Regional Representatives

Responsibilities

- I. Consult with students to identify realistic student wellness needs and develop initiatives to address these needs.
- II. Identify activities in keeping with the needs of student wellness to be undertaken during the course of their term and participate in the development and delivery of such activities.
- III. Monitor and evaluate the success of wellness activities using various mediums of communication.
- IV. Promote student wellness activities through the CAMSA communications and collaborating with the Board and Regional Representatives.
- V. Serve on external committees and attend meetings with fellow Board Directors to find ways to best promote and implement wellness activities.
- VI. Serve as an advisor to the CAMSA President on matters related to medical student wellness. If deemed necessary by the CAMSA President, the Director of Student Wellness may be also invited to speak on related topics.
- VII. 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.
- VIII. Ensure adequate transition after the incoming Director of Student Wellness:
 - A. On this matter, the outgoing Director of Student Wellness 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 Student Wellness.
 - C. Attends Board of Director Transition Meeting hosted at the Annual General Meeting.
- IX. 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.

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 Social Accountability

Terms of Reference

Approved by the CAMSA Board of Directors on _____.

Background

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Introduction

The CAMSA recognizes the importance of the obligation of Canadian medical schools to direct their education, research, and activities towards addressing the priority health concerns of the community, region, and nation in which they serve. The CAMSA is committed to identifying priority health concerns and expectations in the Atlantic provinces and maintaining social responsiveness by adjusting its mandates accordingly. This commitment and responsibility is shared by all members of the CAMSA.

In accordance with these values, the Director of Social Accountability will be aware of the most recent health concerns in the Atlantic region and will be able to identify resources for consultation with the CAMSA so that the Association is informed and aware. This position will coordinate and ensure that policies surrounding equity, diversity, and inclusion are maintained regarding all operations of the CAMSA. In addition, will lead the team in consulting and training on a variety of topics so that the group is well-versed in current and previous events, issues, and prevalent societal history.

Term

The CAMSA Director of Social Accountability is a one-year position elected at the CAMSA Annual General Meeting. The Director of Social Accountability-Elect will be mentored by the

past Director of Social Accountability for a minimum of a three-month transition period and will officially assume office on August 1st of the same calendar year.

Accountability

- I. This position reports to the CAMSA president.
- II. Positions/committees that collaborate with this position:
 - A. Director of Student Wellness
 - B. Director of Advocacy
 - C. Regional Representatives
 - D. Social Accountability Committee

Responsibilities

- I. Ensure dissemination of the most up-to-date and relevant health concerns of the Atlantic region to the Board Executives, Board of Directors, and members of the CAMSA.
- II. Work with Regional Representatives and Board Directors in striving to find strategies for medical students to contribute to the efforts of addressing community health concerns.
- III. Aid in contributing to health services delivery by coordinating the actions of the CAMSA to establish collaborative links with other partners or stakeholders.
- IV. Take the initiative to set standards of social accountability for the CAMSA and propose methods to assess it and improve on it.
- V. Lead the CAMSA Board of Directors in facilitating educational series regarding various topics such as health concerns, policies on equity, diversity, and, inclusion, as well as current topics highlighting recent news that may impact students.
- VI. To ensure that all acts of social accountability within the CAMSA are continued and preserved in a sustainable, transparent, and tangible manner for current and future CAMSA members.
- VII. Represent the interests of Atlantic medical students as they pertain to issues of diversity and inclusiveness.
- VIII. Advocate for Atlantic medical students from underrepresented populations.
- IX. Collaborate with student-run Diversity and Inclusion committees at Atlantic medical schools.
- X. 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.
- XI. Shall submit a budget for the year of their term to the CAMSA Director of Social Accountability 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.
- XII. Ensure adequate transition after the incoming Director of Social Accountability by:
 - A. On this matter, the outgoing Director of Social Accountability 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 Social Accountability.
- C. Attends Board of Director Transition Meeting hosted at the Annual General Meeting.

Special Note

The CAMSA Founders Committee of 2022 established this position with the intent of promoting social accountability within the CAMSA. This position is recommended to undergo a two-year trial period in which the CAMSA Board of Directors can review the overall performance, successes, and downfalls of the position. Two years were decided to be adequate in order to allow for other organizational changes that are expected for a newly formed association, as well as to allow for a comprehensive evaluation of the position and the empowerment of student leaders within this position.

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CAMSA Director of Advocacy

Terms of Reference

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Introduction

The Director of Advocacy is critical in collaborating with Atlantic medical students to address and voice their concerns at the local and national levels. The Director of Advocacy will provide strategic leadership and innovation in support of the Association's vision, values, and long-term strategies to strengthen connections among its members and partners across the country. This position collaborates across the organization, and in particular with the Director of Social Accountability to better understand the barriers facing Atlantic medical students and establish strategies to best support them. In a rapidly changing local and national context, the Director of Advocacy will bring strategic vision to protect the rights of its members. This position requires a deep and abiding commitment to addressing systemic issues affecting historically marginalized individuals and communities through 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

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Advocacy for a minimum of a three-month transition period and will officially assume office on August 1st of the same calendar year.

Accountability

- III. This position reports to the CAMSA president.
- IV. Positions/committees that collaborate with this position:
 - E. Director of Student Wellness
 - F. Director of Social Accountability
 - G. Regional representatives

Responsibilities

- I. Provide guidance on best practices for social accountability and transnational advocacy, including:
 - A. Learned and lived experiences regarding the most effective ways to foster and promote education advocacy.
 - B. Consultation with individuals with lived experiences, the general membership, and implementation experts to gather broader perspectives.
 - C. Referrals or links to sources of additional, tangible, and evidence-based information regarding advocacy, social accountability, and effective funding.
- II. Collaborate with the Director of Social Accountability to ensure strategic alignment and identification of cross-cutting initiatives and opportunities.
- III. Work with the Board of Directors of CAMSA to define and develop the Association's advocacy agenda based on current organizational priorities and the external policy landscape.
- IV. Develop and implement strategies for advancing policy and advocacy goals.
- V. Identify key stakeholder individuals, organizations, businesses, and communities to determine potential partners for advocacy initiatives.
- VI. Develop and maintain relationships with potential partners across public, nonprofit and for-profit organizations at the local and National levels.
- VII. Serve as the Association's representative at seminars, conferences, meetings, and presentations to share the Association's policy and advocacy agenda and to keep the Association up to date on current work.
- VIII. Create a variety of approaches for informing internal and external audiences about policy and advocacy issues that are important to the Association (written materials: reports, blog posts, website content; learning sessions: events, training, webinars, workshops; presentations: internal or with partners).
- IX. 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.
- X. 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.

- XI. Ensure adequate transition after the incoming Director of Advocacy by:
 - 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.
- 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.

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 Projects & Partnerships

Terms of Reference

Approved by the CAMSA Board of Directors on _____.

Background

The Canadian Atlantic Medical Student Association (CAMSA) is made up of elected members who represent all students enrolled in each of the four Atlantic medical schools. The founding pillars of the CAMSA are to connect, unite, represent, and advocate for its members. CAMSA exists to facilitate communication among its members, as well as communication with other Canadian medical student associations and federations on a national and international scale. 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 forming alliances with local and national stakeholders whose influence, operations, advocacy, and representation are closely related to the mission of the Association. By providing platforms for its members to express their ideas and concerns, the CAMSA strives to maximize new and existing opportunities to contribute meaningfully to activities with local and national partners. In keeping with these values, the Director of Projects and Partnerships plays a central role in supervising strategic, collaborative work between the CAMSA and its local and national stakeholders. 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

The CAMSA Director of Projects & Partnerships is a one-year position elected at the CAMSA Annual General Meeting. The Director of Projects & Partnerships-Elect will be mentored by the past Director of Projects & Partnerships for a minimum of a three-month transition period and will officially assume office on August 1st of the same calendar year.

Accountability

- I. This position reports to:
 - A. CAMSA President
 - B. Director of Student Wellness
 - C. Director of Advocacy
- II. Positions/committees that collaborate with this position:
 - A. Director of Finance
 - B. Director of Communications
 - C. Director of Student Wellness
 - D. Director of Advocacy
 - E. Director of Social Accountability
 - F. Regional Representatives
 - G. Partnerships Committee
 - H. Projects Committee

Responsibilities

- I. Form partnerships and liaise on a regular basis with the organizations listed below, but not limited to:
 - A. The Atlantic Regional Director of CFMS and the organization at large.
 - B. Black Medical Student Association of Canada (BMSAC)
 - C. Canadian Queer Medical Students Association (CQMSA)
 - D. Indigenous Medical Student Association of Canada (IMSAC)
 - E. If applicable, Atlantic chapters of each Association as mentioned above.
- II. Ensure that CAMSA partner opportunities are distributed and promoted to CAMSA members via various communication mediums, including but not limited to the CAMSA communications and social media.
- III. Oversee projects that align with impactful outcomes that positively influence current and future physician workforces in Atlantic Canada.
- IV. 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.
- V. 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.
- VI. Ensure adequate transition after the incoming Director of Projects & Partnerships by:
 - A. On this matter, the outgoing Director of Projects & Partnerships 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 Projects & Partnerships.

- C. Attends Board of Director Transition Meeting hosted at the Annual General Meeting.
- 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.

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 Medical Education

Terms of Reference

Approved by the CAMSA Board of Directors on _____.

Background

The Canadian Atlantic Medical Student Association (CAMSA) is made up of elected members who represent all students enrolled in each of the four Atlantic medical schools. The founding pillars of the CAMSA are to connect, unite, represent, and advocate for its members. CAMSA exists to facilitate communication among its members, as well as communication with other Canadian medical student associations and federations on a national and international scale. The CAMSA is committed to representing the unique and ever-changing perspectives, needs, and concerns of Atlantic medical students.

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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 establishing the strategic direction of CAMSA Education goals and initiatives, as well as having a thorough understanding of all CAMSA policies pertaining to medical education. They will discuss CAMSA's positions on medical education issues in strategic settings, such as, but not limited to, various media platforms. In addition, the Director of Medical Education will serve as the primary contact and spokesperson to a number of external organizations and stakeholders in medical education. They will attend external meetings on other Boards, committees, task forces, and working groups pertaining to medical education as the representative of medical students in Atlantic Canada. 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

The CAMSA Director of Medical Education is a one-year position elected at CAMSA Annual General Meeting. The Director of Medical Education-Elect will be mentored by the past Director of Medical Education for a minimum of a three-month transition period and will officially assume office on August 1st of the same calendar year.

Accountability

- I. This position reports to the CAMSA president.
- II. Positions/committees that collaborate with this position:
 - A. Director of Student Wellness
 - B. Director of Advocacy
 - C. Director of Communications
 - D. Regional Representatives

Responsibilities

- I. Responsible for collaborating with the Atlantic VP Academics or the equivalent position from Atlantic medical school to learn the general curriculum of each school, receiving ongoing curriculum updates from each school, and surveying medical schools to determine what changes students want to see in their clinical educations.
- II. Advocate for changes in medical school curriculum suggested by Atlantic medical students.
- III. Oversee and participate in projects formed by the CAMSA Education Committee.
- IV. Establish strategic goals for the identified education initiatives and supervise their implementation in accordance with the CAMSA strategic plan and mandate.
- V. Serve as a spokesperson for the CAMSA on medical education matters in the media, government, the public, and regional medical associations.
- VI. 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.
- VII. Shall submit a budget for the year of their term to the CAMSA Director of Finance for incorporation into the budget before the proposed budget is approved by the CAMSA Board of Directors, in accordance with a timeline outlined by the Director of Finance.
- VIII. Ensure adequate transition after the incoming Director of Medical Education by:
 - A. On this matter, the outgoing Director of Medical Education 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 Medical Education.
 - C. Attends Board of Director Transition Meeting hosted at the Annual General Meeting.
- IX. 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.

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 2.3 Regional Representative Description

CAMSA Regional Representatives

Terms of Reference

Approved by the CAMSA Board of Directors on _____.

Background

The Canadian Atlantic Medical Student Association (CAMSA) is made up of elected members who represent all students enrolled in each of the four Atlantic medical schools. The founding pillars of the CAMSA are to connect, unite, represent, and advocate for its members. CAMSA exists to facilitate communication among its members, as well as communication with other Canadian medical student associations and federations on a national and international scale. 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:

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3. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
4. **Centre de Formation Médicale du Nouveau-Brunswick (CFMNB)**

Introduction

The CAMSA Regional Representatives will vote based on the values, needs, points of view, and concerns embodied by the Atlantic medical school for which they were elected. Regional Representatives are ideally selected from an existing executive team of a medical society; presumably, the representative will be the medical society president or other senior executive role for their school. 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.

Designations (4 Regional Representatives):

- I. DMNS Regional Representative (x1) - 1 vote
- II. MUN Regional Representative (x1) - 1 vote
- III. DMNB Regional Representative (x1) - 1 vote
- IV. CFNB Regional Representative (x1) - 1 vote

Term

Regional representative elections may differ depending on the processes used by each school. By August 1st, each CAMSA Regional Representative must be chosen. The President, Past-

President, and President-Elect are in charge of organizing a transition meeting for newly elected Regional Representatives and their previous representatives.

Accountability

- I. This position reports to the CAMSA President and is accountable to the CAMSA General Membership.
- II. The Regional Representative will specifically represent and be accountable to the corresponding school that they were elected to represent.

Responsibilities

- I. Facilitate discussions between members attending the Representative's medical school and the appropriate CAMSA Director, Board Executive or Committee Member.
- II. Attend monthly meetings between fellow Regional Representatives, CAMSA Executives and Directors.
- III. Attend the relevant internal and external meetings and assemblies relevant to the Representative, this will vary on a school-by-school basis depending on the pre-existing role the individual serves on their individual medical society executive team.
- IV. Make themselves available to connect with medical students from their respective medical schools in order to provide guidance and support to the best of their abilities.
- V. Foster strong relationships and open communication with Atlantic medical students and medical student societies throughout Atlantic Canada, with a focus on their assigned institution.
- VI. Execute certain operational tasks as directed by the CAMSA President.
- VII. Ensure adequate transition of the incoming Regional Representative following elections at the associated medical school and medical student society.
- VIII. Serve as one of the designated spokespersons for the Association and interact with CAMSA stakeholders as directed by the President.
- IX. Represent the membership of their school on relevant stakeholder committees, task forces, and working groups.
- X. Serve as a voting member among the CAMSA Board of Directors.

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 Member Descriptions

CAMSA Advisory Member Descriptions

Terms of Reference

Approved by the CAMSA Board of Directors on _____.

Background

The Canadian Atlantic Medical Student Association (CAMSA) is made up of elected members who represent all students enrolled in each of the four Atlantic medical schools. The founding pillars of the CAMSA are to connect, unite, represent, and advocate for its members. CAMSA exists to facilitate communication among its members, as well as communication with other Canadian medical student associations and federations on a national and international scale. The CAMSA is committed to representing the unique and ever-changing perspectives, needs, and concerns of Atlantic medical students.

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3. **Faculty of Medicine, Dalhousie University, New Brunswick (DMNB)**
4. **Centre de Formation Médicale du Nouveau-Brunswick (CFMNB)**

Introduction

CAMSA Advisory 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. The designations of CAMSA Advisory Members as outlined below may expand over the course of the organization's existence as the number of external organizations increases. CAMSA Advisory Members are non-voting members of the CAMSA Board of Directors, and these positions, like all Board Members, will coordinate and ensure that policies pertaining to equity, diversity, and inclusion are maintained in all CAMSA operations as it relates to their role.

Designations:

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

Term

Elections for Advisory Members may differ from one organization to the next based on their individual election processes. To serve on the newly elected CAMSA Board of Directors, the CAMSA Advisory Members must be chosen from their respective organizations by August 1st. It is the responsibility of the Advisory Member to ensure a transition meeting is held between the newly elected Advisory Members and their predecessors.

Accountability

- III. CAMSA Advisory Members are accountable to the CAMSA President while in attendance at the CAMSA Board of Directors meetings.

Responsibilities

- I. Non-voting CAMSA Advisory Members have the opportunity to attend monthly CAMSA Board of Directors meetings as well as additional internal meetings as deemed relevant by the Advisory Member.
- II. To advise the CAMSA Board of Directors on general work, communications, and initiatives as deemed necessary by the Advisory member.
- III. To communicate with and act as a liaison between the CAMSA and the organization that the individual represents.

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.
