

DMSS Terms of Reference: Standing Committees

Revised May 8th 2023

Ask a Medical Student Committee (AAMSC)

- a. Five (5) coordinators; two (2) from DMNB and three (3) from DMNS. These positions shall be elected during the first-year class elections in September.
- b. These coordinators shall be responsible for:
 - i. Acquiring a group of first year students to help with interview weekend on AAMSC by October of each year.
 - ii. Production of an information package including a map of Halifax and Saint John, airport shuttle information, local attractions, hotel deals.
 - iii. Coordination of the interview process and maintenance of contact with the Admissions Office.
 - iv. Responding to student questions via email and social media.
 - v. Acquiring a list of medical students who are willing to accept billets.
 - vi. Accepting requests from interviewees to meet with delegates from the student body.
 - vii. Writing a welcoming letter for the interview candidates by October 31st, annually.

Conference of Atlantic Medical Students (CoAMS) Committee

- a. Shall be led by the two senior CoAMS representatives (both Med2).
- b. Senior representatives shall be supported by two junior representatives from the Med1 class.
- c. Shall be elected from the incoming Med1 class to a two-year term; shall become senior CoAMS representatives after Med1 year pending a vote of confidence.
- d. Shall submit an overall budget for the conference when submitting any funding requests to the Dalhousie Medical Students' Society (DMSS) or Dalhousie Medical Alumni Association (DMAA).
- e. The representatives are not to use the name of the DMSS or DMAA in any of their contractual obligations without the prior consent of the DMSS and DMAA.
- f. The representatives shall liaise with their counterparts at Memorial University and the Acadie campus (Moncton) of Université de Sherbrooke.
- g. The representatives shall liaise with the hosting conference committee for that given year.
- h. Elected junior reps shall transition into the senior role as students progress into Med2.

Budget Committee

- a. The Budget Committee shall be a standing committee of the DMSS, chaired by the DMSS Vice-President Finance.
- b. The Budget Committee shall give input into drafting of the DMSS yearly budget to the DMSS Vice-President Finance on financial issues.

- c. The DMSS Vice-President Finance shall use this input to draft the DMSS yearly budget and present this budget at the first DMSS Council Meeting of the Academic Year.
- d. The membership of the committee shall consist of:
 - i. DMSS Vice-President Finance (Chair)
 - ii. DMNB Treasurer
 - iii. Class Treasurers of each of the four classes
 - iv. DMSS President
 - v. DMSS Past-President
- e. Specific duties of the committee shall include:
 - i. Considering all requests for DMSS funding of projects and advising on the suitability and amount of the support.
- f. This committee shall meet to discuss the DMSS yearly budget and present as a working budget the DMSS Executive by August 1st, annually. They shall meet as needed prior to presentation at the DMSS Council by September 30th, annually.

Class Yearbook Committees

- a. The Yearbooks for each individual class are the sole financial and logistical responsibility of the particular class. The classes are not to use the name of the DMSS or the DMAA in any of their contractual obligations.

Constitution Committee

- a. Shall exist to review proposed changes to the Constitution, and to assist in drafting such changes.
- b. Shall make recommendations on such constitutional amendments to Council.
- c. The membership of the committee shall consist of:
 - i. DMSS Past-President (if applicable and provided they are still a student), who shall chair the committee.
 - ii. DMSS President, who shall be an ex-officio member of the committee, and who shall serve as its chair in the absence of the Past-President.
 - iii. Two (2) members of the DMSS Council, at least one of which shall be a non-Executive member.
 - iv. At least one (1), and at most two (2), non-Council members of the DMSS (i.e., members of the general student body).
 - v. At least one (1) member shall be a DMNB representative.
- d. The committee shall be appointed by the DMSS Executive ahead of the annual general meeting.

Gold & Silver Medical "D" Awards Committee

- a. The Gold & Silver Medical "D" Awards Committee will consist of:
 - i. DMSS President, who will serve as Chair
 - ii. DMSS Past President
 - iii. Six (6) members of the Med4 class have not been nominated for the Gold & Silver Medical "D" Awards.

1. The DMSS President and DMSS Past President should select members of the Med4 class who can provide unbiased advice on candidates.
 - I. At least one (1) of the five (5) members of the Med4 class must be from DMNB.
- b. Shall convene to determine winners of the Gold & Silver Medical “D”s
- c. See DMSS Terms of Reference: Awards for more details.

Government Affairs and Advocacy Committee (GAAC)

- a. Shall exist to encourage and facilitate political advocacy on a local, national and global level.
- b. Membership shall consist of:
 - i. Government Affairs and Advocacy Committee Representatives, Senior (GAAC Sr.; co-Chairs)
 - ii. Government Affairs and Advocacy Committee Representatives, Junior (GAAC Jr.; vice-Chairs)
 - iii. DMSS Vice-President External
 - iv. Global Health Liaison Senior (GHL Sr.; 1 NB and 1 NS)
 - v. Global Health Liaison Junior (GHL Jr.; 1 NB and 1 NS)
- c. Shall be open to any interested individuals.

Medical Education Working Group

- a. Shall exist to better facilitate communication between students who sit on curriculum meetings to allow for discussion of curriculum issues and allow for a strong, consistent student voice.
- b. Shall exist to ensure the most appropriate dissemination of information from curriculum meetings to the student body.
- c. The membership of the committee shall consist of these students:
 - i. The DMSS Vice-President Medical Education, who shall chair the committee
 - ii. The Class Presidents
 - iii. The Curriculum Representative of each year
 - iv. Education Coordinator of the Student Diversity and Inclusion Committee
- d. Additional student representatives can be invited to attend at the discretion of the Vice-President Medical Education.
- e. The committee shall liaise with the UGME as necessary.
- f. For each Undergraduate Medical Education Curriculum Committee Meeting, The DMSS Vice-President Medical Education shall select the appropriate representatives to attend.

Orientation Committee

- a. Shall consist of between two to three (2-3) DMNB and three to four (3-4) DMNS students from the outgoing Med1 year.
- b. Shall be elected by Med1 students by February 1st annually
- c. Shall serve from February 1st of their Med1 year to April 15th of their Med2 year in order to facilitate adequate time to plan events for the upcoming orientation week.
- d. Shall liaise with the Admissions/Student Affairs office at their respective campuses to disseminate communications to the incoming class until the Monday of Orientation Week.
- e. Shall liaise with the UGME Office to ensure Orientation Week activities are inclusive and consistent with core values of Dalhousie Medical School.
 - i. Shall provide a draft schedule of 'student-led events' to UGME within two weeks of receiving a calendar of UGME sessions for Orientation Week.
 1. Members of the Orientation Week Committee must ensure that 'student-led events' do not overlap with planned UGME sessions.
- f. Shall liaise with the DMSS VP Internal to ensure activities are inclusive and consistent with core values of the DMSS.
- g. Shall provide a detailed budget to the DMSS VP Finance when submitting a draft schedule of all Orientation Week events to the DMSS.
- h. Shall liaise with the Student Affairs and Wellness Representatives (SAWLs) at each campus to ensure each incoming student is paired with a 'mentor' from the incoming Med2 class.
- i. Shall liaise with DMSS President and Past-President regularly through meetings and regular communications throughout the planning process. There should be communication at minimum every two weeks throughout the academic year and every week throughout the summer leading up to O-Week.
- j. Shall provide a report and pertinent information to the incoming Orientation Week Committee by February 15th of their Med2 year.

Student Interest Group Committees

- a. Shall exist to review Interest Group and Student Initiatives applications and funding requests.
- b. Shall determine budgets for Interest Groups and Student Initiatives.
- c. Shall convene by October 15th and February 28th annually to determine funding for the fall and winter application cycles, respectively.
- d. Membership shall consist of:
 - i. DMNB:
 1. DMSS VP DMNB (Chair)
 2. DMSS VP Finance

3. DMNB Treasurer
 4. NB External Liaison
 5. DMNB Technology and Communications Representative
 6. Global Health Liaison Sr NB
 7. Med2 NB Class Co-President
 8. Med1 NB Class Co-President
- ii. DMNS:
1. DMSS Vice-President Finance (Chair)
 2. DMNB VP NB
 3. DMSS Past President
 4. DMSS Vice-President Internal
 5. Global Health Liaison Sr. NS
 6. Med2 NS Class Co-President
 7. Med1 NS Class Co-President

Social Committee

- a. Membership shall consist of:
- i. DMSS Vice-President Internal, (Chair)
 - ii. Vice-Presidents of Med1, Med2, Med3 and Med4 classes.
 - iii. DMSS Lounge Manager
 - iv. Med1 Lounge Representative
 - v. NB External Liaison
 - vi. No more than six additional general members appointed by the DMSS Vice-President Internal
- b. Shall be responsible for planning and execution of the following Social Events each year:
- i. Annual DMSS Med Banquet and Ball
 - ii. Annual *EUPHORIA!* Variety Show
 - iii. Other social functions as deemed necessary by the DMSS Vice-President Internal
- c. Shall ensure that Class Councils are empowered to liaise between themselves and the DMSS to set independent social programming
- d. Shall interact with businesses and vendors that respect and uphold the diversity and equity of members of the DMSS.
- e. Shall uphold any DMSS Statements, including the DMSS Environmental Action Statement, in the organization and execution of all events.

Wellness Week Committee

- a. Membership shall consist of:
- i. DMSS Sports & Wellness Reps (1 NB & 1 NS; Co-Chairs)
 - ii. DMSS President
 - iii. DMSS Vice-President Internal
 - iv. DMSS Vice-President New Brunswick
 - v. New Brunswick External Liaison
 - vi. Med 1 Class Co-Presidents (1NB & 1 NS)
 - vii. Med 2 Class Co-Presidents (1NB & 1 NS)
 - viii. Med 1 Student Affairs and Wellness Liaisons (SAWLs; 2 NB & 2 NS)
 - ix. Med 2 Student Affairs and Wellness Liaisons (SAWLs; 2 NB & 2 NS)

- b. Should the members feel appropriate, they can conduct their agenda in campus-specific committees as needed.
- c. Shall be responsible for the planning and execution of the Class of '83 Wellness Week each year at both campuses.
- d. Shall uphold any DMSS Statements, including the DMSS Environmental Action Statement, in the organization and execution of all events.