

## **DMSS Terms of Reference: Standing Committees**

**Revised May 8<sup>th</sup>, 2018**

Ask a Medical Student Committee (AAMS)

- a. Five (5) coordinators; three (3) from Halifax and two (2) from Saint John. 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 AAMS by October of each year.
  - ii. Production of an information package including a map of Halifax, airport shuttle information, local attractions, hotel deals.
  - iii. Obtaining funding from the first year class budget.
  - iv. Coordination of the interview process and maintenance of contact with the Admissions office.
  - v. Responding to student questions via e-mail and social media.
  - vi. Acquiring a list of medical students who are willing to accept billets.
  - vii. Accepting requests from interviewees to meet with delegates from the student body.
  - viii. Writing a welcoming letter for the interview candidate by October 31, annually.

Conference of Atlantic Medical Students (CoAMS) Committee

- a. Shall be led by two co-Chairs (both Med2).
- b. co-Chairs shall be supported by CoAMS Representatives (2) in the Med1 class.
- c. Shall be elected from the incoming Med1 class to a two-year term; shall become co-Chairs 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 Chairpersons 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 Chairpersons shall liaise with their counterparts at Memorial University and the Acadie campus (Moncton) of Université de Sherbrooke.

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 by September 15<sup>th</sup>, 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 Dalhousie Medical Students Society (DMSS) or the Dalhousie Medical Alumni Association (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).
- d. The committee shall be appointed by the DMSS Executive in the fall of each year.

#### External Affairs Committee

- a. Shall exist to help shape the external relations of the DMSS, as they relate to issues such as lobbying, provincial and federal governments, etc. Shall exist for the dissemination of information and review of salient provincial and federal issues of relevance to the DMSS and CFMS.
- b. The membership of the committee shall consist of:
  - i. DMSS Vice-President External, who shall chair the committee
  - ii. DMSS Past-Vice-President External, who shall be the vice-chair of the committee
  - iii. DMSS President
  - iv. The three (3) provincial medical society representatives (NS, NB, PEI).
- c. The committee shall liaise with the Government Affairs and Advocacy Committee (GAAC) Representatives as necessary.

#### 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. Five (5) members of the Med4 class who 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-Chair)
  - ii. Government Affairs and Advocacy Committee Representatives, Junior (GAAC Jr.; vice-Chair)
  - iii. DMSS Vice-President External
  - iv. Global Health Advocate (GHA; 1 NS and 1 NB)
- c. May operate in conjunction with the DMSS External Committee.
- d. 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.
  - ii. The Past DMSS Vice-President Medical Education.
  - iii. The Class Presidents.
  - iv. The Curriculum Representatives (1 NS and 1NB) of each year.
  - v. Student Diversity and Inclusion Liaison
- d. The committee shall liaise with the UGME as necessary.
- e. 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 three (3) Halifax and two (2) Saint John students from the Med1 year.
- b. Shall be elected by Med1 students by April 1<sup>st</sup> annually
- c. Shall serve from April 1 of their Med1 year to April 15<sup>th</sup> of their Med2 year.
- d. Shall liaise with 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 Undergraduate Medical Education (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 two weeks after 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 provide a report and pertinent information to incoming Orientation Week Committee by April 15 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 15 and February 28 annually to determine funding for the fall and winter application cycles, respectively.
- d. Membership shall consist of:
  - i. DMNS:
    1. DMSS Vice-President Finance (Chair)
    2. DMSS Past President
    3. DMSS Vice-President Internal
    4. DMSS Sports and Wellness Representatives
    5. Global Health Liaison Sr.
    6. Med2 Class President
    7. Med2 Class Secretary/Treasurer
    8. Med1 President
    9. Med1 Class Secretary/Treasurer
  - ii. DMNB:
    1. DMSS VP NB
    2. DMNB Sports and Wellness Representative

3. DMNB Treasurer
4. NB External Liaison
5. DMNB Humanities Representative
6. DMNB Technology and Communications Representative
7. Global Health Liaison Sr

#### Social Committee

- a. Membership shall consist of:
  - i. DMSS Vice-President Internal (Chair)
  - ii. Vice-Presidents of Med1, Med2, Med3 and Med4 classes.
- 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. Weekly mixers in the DMSS Lounge
  - iv. Other social functions as deemed necessary by the DMSS Vice-President Internal

#### Wellness Week Committee

- a. Membership shall consist of:
  - i. DMSS Sports & Wellness Reps (NS & NB; co-Chairs)
  - ii. DMSS President
  - iii. DMSS Vice-President External
  - iv. DMSS Vice-President Dalhousie Medicine New Brunswick
  - v. New Brunswick External Liaison
  - vi. Med 1 Class President
  - vii. Med 2 Class President
  - viii. Med 1 Student Affairs and Wellness Liaisons (2 NS & 2 NB)
  - ix. Med 2 Student Affairs and Wellness Liaisons (2 NS & 2 NB)
- b. Shall be responsible for the planning and execution of the Class of '83 Wellness Week each year.