

DMSS Terms of Reference:
Society Members' Roles & Responsibilities

Revised May 6th, 2020

SECTION 1: OVERVIEW OF SOCIETY ORGANIZATION & STRUCTURE

DMSS *Executive* members of the society shall consist of the following:

- a. President
- b. Past-President (if applicable)
- c. Vice-President – Internal Affairs (VP Internal)
- d. Vice-President – External Affairs (VP External)
- e. Vice-President – Medical Education (VP Med. Ed.)
- f. Vice-President – DMNB (VP NB)
- g. Vice-President – Communications (VP Communications)
- h. Vice-President – Finance (VP Finance)

DMSS *Council* members of the society shall consist of the following voting members:

- a. The aforementioned DMSS Executive (8)
- b. Dalhousie Student Union & Health Sciences Student Association Representative (1)
- c. Sports & Wellness Representative (1 NS and 1 NB; 2)
- d. DMNB Treasurer (1)
- e. New Brunswick External Liaison (1)
- f. DMNB Technology & Communications Representative (1)
- g. Presidents of the Med1 and Med2 classes (2)
- h. co-Presidents of the Med3 and Med4 classes (4)
- i. Member-at-Large (Med1 students only; 1 NS and 1 NB; 2)
- j. Global Health Liaison (GHL) Sr. (1 NS and 1 NB; 2)
- k. Humanities Representative (1 NS and 1 NB; 2)

DMSS *Advisory* members of the society shall consist of the following non-voting members:

- a. Student Diversity and Inclusion Liaison
- b. DMSS Chairperson
- c. DMSS Information Technology (IT) Officer
- d. Research in Medicine Representatives (2)
- e. DMSS Lounge Manager
- f. GHL Jr. (1 NS and 1 NB; 2)

DMSS *Active* members of the society:

- a. Are members of the society who participate in one of the standing committees
- b. Are not required to attend council meetings
- c. Include the following positions:
 - i. Government Affairs and Advocacy Committee Representative Sr. (1 NS and 1 NB)
 - ii. Government Affairs and Advocacy Committee Representative Jr. (1 NS and 1 NB)

- iii. Student representatives to Doctors Nova Scotia and the Medical Societies of New Brunswick and Prince Edward Island (1 representative per province; New Brunswick External Liaison serves for New Brunswick)
- iv. Everest Project co-Chairs; 2 NS and 1 NB
- v. Past Vice-President Medical Education
- vi. Past Vice-President External Affairs
- vii. Library Representative
- viii. Professionalism Representative
- ix. Dalhousie University Senate Student Representative for Faculty of Medicine
- x. Dalhousie Medicine Journal Representative

DMSS *General members* of the society:

- a. Shall include all students in the Dalhousie Medicine Undergraduate program.

DMSS *Honorary members* of the society:

- a. Shall include The President of the University, the Dean and the members of the Faculty of Medicine, and such members as may be duly elected by the Executive of the DMSS.

SECTION 2: DETAILED ROLES AND RESPONSIBILITIES OF SOCIETY MEMBERS

Executive Members of the Society

President

- a. Shall direct the activities of the DMSS and enforce the observance of the Constitution.
- b. Shall call and preside at Council and DMSS meetings and assist the chair in seeing that parliamentary procedure is adhered to as set out in Robert's Rules.
- c. Shall act as intermediary between the DMSS and the Faculty of Medicine.
- d. Shall attend meetings of all Faculty committee to which he/she is duly appointed (includes Faculty Council Committee, Undergraduate Medical Education Curriculum Committee).
- e. Shall attend monthly meetings with the Dean of the Faculty of Medicine and bi-weekly meetings with the Associate Dean Undergraduate Medical Education.
- f. Shall be ex-officio on all committees of the DMSS.
- g. Shall be an ex-officio board member on the Dalhousie Medical Alumni Association (DMAA) Board of Directors.
- h. Shall be a DMSS representative on the Progress Committee (sub-committee of Faculty Council).
- i. Shall participate in monthly Canadian Federation of Medical Students' 'President's Round Table' conference calls.

- j. Shall be a signing officer for the bank account of the DMSS.
- k. Shall ratify the DMSS with the Dalhousie Student Union by July 1st annually.
- l. Shall organize an annual DMSS retreat to be held in September/October of each year after the Med 1 Class Elections and the selection of the appointed positions.
- m. Shall oversee the nomination and selection of Gold and Silver "D" award winners and present them along with the Past-President at the graduation gala.
- n. Shall liaise with DMAA Office to ensure that the Gold and Silver "D" awards are purchased for the graduating class before April 15th of each year from the appropriate jeweler.
- o. Shall be a DMSS representative on all relevant committees external to Dalhousie University (Nova Scotia Health Authority, Provincial Departments of Health, etc).
- p. Shall hold a key to the DMSS office and DMSS storage room.

Past-President

- a. Shall serve on the Executive in an advisory capacity.
- b. Shall assume other duties at the discretion of the President.
- c. Shall attend Maritime Resident Doctors meetings or delegate this duty if unable to attend due to clerkship duties.
- d. Shall present the DMSS/DMAA Gold and Silver "D's" to the recipients in the Graduating Class during the Graduation Gala. In the event that the Past-President is a member of the graduating class and has been nominated for the award, the President shall present the awards in his/her stead.
- e. Shall provide a financial report to the DMAA regarding the use of Interest Group funding provided by the DMAA.
- f. Shall chair the Constitution Committee.
- g. Shall be a Member of the Student Interest Group Committee.
- h. Shall coordinate activities pertaining to clerk wellness and the Dalhousie Medicine Class of '83 on behalf of the DMSS.

Vice-President of Medical Education

- a. Shall be the first assistant to the President and perform the duties of the President in their absence.
- b. Shall be the direct student affiliate with the Undergraduate Medical Education (UGME) Department.
- c. Shall coordinate the efforts of the Society, class education committees, etc., in dealing with matters of education which affect more than one class.
- d. Shall attend or find appropriate coverage for, and be a voting member of, the Undergraduate Medical Education Curriculum Committee (UMECC).
- e. Shall attend or find appropriate coverage for meetings of Committee of the Assessment of Student Performance (CASP), Program and Faculty Evaluation Committee (PFEC), Med 1&2 Committee, Med 3&4 Committee, and all other Faculty committees to which they are duly appointed.
- f. Shall be a DMSS representative on the Progress Committee.
- g. Shall coordinate the efforts of the Med1, Med2, and Med3 Unit and Curriculum

- Representatives by collecting reports from current Representatives and ensuring reports are forwarded to incoming Representatives.
- h. Shall coordinate the efforts of the Curriculum Representatives by ensuring they attend or find appropriate coverage for the committees to which they are duly appointed.
 - i. Shall chair the Medical Education Working Group (see DMSS Terms of Reference: Standing Committees).
 - j. Shall attend meetings and to the duties of all CFMS committees to which they have been duly appointed, including the CFMS Academic Roundtable.
 - k. Shall oversee the activities of the Research in Medicine Representatives.

Vice-President Internal

- a. Shall be the second assistant to the President and perform the duties of the President in the absence of the President and the VP Medical Education.
- b. As chairperson of the Social Committee (see DMSS Terms of Reference: Standing Committees), shall assume overall responsibility for all aspects of the Annual Euphoria! Variety Show and the Annual DMSS Medical Banquet and Ball.
- c. Shall select a Euphoria Charity following DMSS Terms of Reference: Euphoria Charity Selection.
- d. Shall initiate and oversee fundraising efforts by each class.
- e. Shall, together with VP Finance and VP Communications, determine DMSS fundraising goals for the DMSS Council with the aim of establishing strategic sponsorship agreements with third-party organizations.
- f. Shall advertise and sell DVD of Euphoria variety show.
- g. Shall assume responsibility for equipment purchases as necessary.
- h. Shall organize the Interest Group Night in the fall.
- i. Shall be a signing officer for the bank account of the DMSS.
- j. Shall be responsible for the management of external accounts or financial operations relating to events, as directed by the VP Finance or President.
- k. Together with the VP Finance, shall be responsible for the rental and distribution of lockers to all students on behalf of the DMSS by September 15 of each year.
- l. Shall, with the DMSS President and DMSS VP Finance, submit to the DMAA Board of Directors a breakdown of how DMAA funding from the previous year has been spent by the DMSS by May 31st annually.
- m. Shall hold a key to the DMSS office and storage room as well as the Lounge bar fridge.

Vice-President Dalhousie Medicine New Brunswick (DMNB)

- a. Shall represent the interests of students from the DMNB campus at DMSS Council meetings and within the Faculty of Medicine.
- b. Shall represent the interest of DMNB students to administration.
- c. Shall take leadership in establishing the presence and function of the DMSS at DMNB.
- d. Shall represent the students of DMNB, when required, in meetings of the UNBSJ Students Representative Council (SRC).

- e. Shall work with the DMAA and other groups as appropriate to increase alumni support and involvement with the DMNB.
- f. Shall be responsible for any student organization involved in recurring DMNB events such as the First Light Ceremony.
- g. Shall be responsible, with input from the DMNB Treasurer for coordination of any large purchases or facilities alterations on the DMNB campus.
- h. Shall be signing officer for the bank account of DMNB.
- i. Shall organize meeting of DMSS members in New Brunswick at least monthly, usually on the same day as teleconferenced DMSS meetings of the DMSS council.
- j. Shall be the representative of DMNB to the CFMS and liaise with the CFMS Atlantic Representative.
- k. Shall be a signing officer of the DMSS NB bank account.

Vice-President External

- a. Shall act as CFMS Representative of the DMSS when such representation is deemed necessary at the National CFMS Conference, and shall report on it.
- b. Shall attend meetings and to the duties of all CFMS committees to which he/she has been duly appointed.
- c. Shall attend meetings of all DMSS or Faculty committees to which he or she has been appointed.
- d. Shall function as the elections Chief Returning Officer for all DMSS Elections, and be responsible for running all aspects of the elections as described in Article VI of the DMSS Constitution.
- e. Shall serve as chair of the DMSS External Affairs Committee (see DMSS Terms of Reference: Standing Committees).
- f. Shall assist the DMSS Sports and Wellness Representative with Wellness Week.
- g. Shall facilitate the advertising and sale of medical resources to members of the DMSS, as directed by the DMSS Council.
- h. Shall be the DMSS liaison officer for any other external agency with whom the Executive Council may deem it appropriate to associate (e.g. CUSO, WHO, etc.).
- i. Shall attend meetings of all Faculty committees to which he/she is duly appointed.
- j. Shall hold a key to the DMSS Office.

Vice-President Communications

- a. Shall record the minutes of Council and general meetings. A copy of the minutes should be circulated by electronic mail to all active DMSS members.
- b. Shall be responsible for checking the DMSS e-mail account and direct or respond to all correspondence for the DMSS.
- c. Shall keep an active list of the entire DMSS Membership.
- d. Shall organize, at the request of the DMSS President, student participants in meetings with administration and faculty of Dalhousie Medical School and its affiliates.

- e. Shall ensure that an agenda for each upcoming meeting is made available to the DMSS membership at least 48 hours in advance. This activity shall be coordinated with the Chair of the DMSS Council.
- f. Shall keep available at all times a revised and up-to-date copy of the Constitution of the DMSS.
- g. Shall be responsible for business pertaining to lab coats and name tags.
- h. Shall be the DMSS Representative responsible for Medical Student Lounge Bookings.
- i. Shall hold a key to the DMSS office, as well as keep a record of all key holders to the DMSS office, lounge, and storage room and ensure keys are appropriately transferred to new council officers.
- j. Shall oversee transition manual binders.
- k. Shall be responsible for updating and managing the DMSS website, along with the DMSS IT Officer.
- l. Shall oversee the DMSS Events Calendar.
- m. Shall be responsible for contacting repeat and new sponsors annually
- n. Shall update and draft contracts regularly
- o. Shall organize all the presentations from the sponsors
 - i. Scheduling, student attendance, confirm orders (food or otherwise), room booking
- p. Shall meet regularly with VP Internal and provide updates for DMSS council
- q. Shall maintain document containing contact information and previous contracts
- r. Shall work within the boundaries of Dalhousie Faculty of Medicine *Guidelines for the Relationship between the Faculty of Medicine and Health Related Industries*
- s. Shall support event coordinators as follows
 - i. Orientation week:
 - 1. Ensure communication with VP Internal and Orientation Week committee with regards to sponsorship packages and offers during Orientation Week
 - ii. Euphoria
 - 1. Contact previous donors for Euphoria sponsorship and provide appropriate information set by VP Internal.
 - 2. Work with VP Internal, VP Finance, and DMAA to ensure that funds are given to the charities

Vice-President Finance

- a. Shall oversee the finances of the DMSS.
- b. Shall serve from the close of the May general meeting to April 30th (fiscal year-end) of the following year.
- c. Outgoing and incoming VP Finances shall cooperate on preparing the year end accounting.
- d. Shall take charge of all money and keep a detailed account of all receipts and all disbursements in books belonging to the DMSS and on an appropriate computer financial program.

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- e. Shall be able to produce a statement on request of Council or General Meeting, showing the assets, liabilities and financial condition of the DMSS.
- f. Shall see that all expenditures have been duly authorized per Article X and are substantiated by proper itemized vouchers.
- g. Shall ensure that all money that comes into his/her hands for the account of DMSS is deposited in the name of the DMSS.
- h. Shall attend to the payment of all accounts promptly after authorization.
- i. Shall submit his or her books for audit during his or her term of office to the DSU Vice President Finance and Operations. The auditor's statement shall be made available to any medical students on request.
- j. Shall prepare a detailed account of the yearly expense and income and be responsible for distributing this report to the active members of the DMSS.
- k. With the input of the DMSS Executive and Budget Committee (see DMSS Terms of Reference: Standing Committees), shall prepare and submit a proposed budget for the current DMSS year to be approved by DMSS Council by September 30th annually.
- l. Shall, along with the VP Internal, be responsible for be responsible for the rental and distribution of lockers to all students on behalf of the DMSS by September 15 of each year.
- m. Shall chair the DMSS Budget Committee (see DMSS Terms of Reference: Standing Committees).
- n. Shall chair the DMSS Student Interest Group Committee (see DMSS Terms of Reference: Standing Committees).
- o. Shall hold a key to the DMSS office, as well as the key for the DMSS mailbox and shall collect the DMSS mail in a timely fashion, addressing bills and distributing the remaining mail amongst the various members of DMSS Council.
- p. Together with VP Internal, shall determine DMSS fundraising goals for the DMSS Council with the aim of establishing strategic sponsorship agreements with third-party organizations.
- q. Shall be a signing officer for the bank account of the DMSS.

Council members of the society (voting members)

The aforementioned DMSS Executive members (8)

Dalhousie Student Union (DSU)/Interfaculty Representative

- a. Shall represent the DMSS on Dalhousie Student Union.
- b. Shall attend bi-weekly DSU meetings.
- c. Shall report to the DMSS on all matters concerning the DSU.
- d. Shall disperse relevant information including events, bursaries and health plan information to DMSS members through the DMSS newsletter in collaboration with the DMSS VP Communications on a regular basis.
- e. Shall seek input from DMSS members to inform their actions on DSU Councillor voting decisions that impact members.

- f. Shall meet with DSU executive members on an as-needed basis to relay concerns of members of the DMSS to the DSU.
- g. Shall appoint an alternate to attend DSU meetings if he or she cannot attend.

DMNB Treasurer

- a. Shall be elected by the students of DMNB.
- b. Shall hold one (1) vote at DMSS Council Meetings.
- c. Shall manage the bank account of DMNB. This account will hold the monies dispersed from DMNB Administration for special projects budgets, or other campus-specific expenditures to allow for local control of this spending.
- d. Outgoing and incoming VP NB Finances shall cooperate on preparing the year end accounting.
- e. Shall take charge of all money and keep a detailed account of all receipts and all disbursements in books belonging to the DMSS and on an appropriate computer financial program.
- f. Shall be able to produce a statement on request of Council or General Meeting, showing the assets, liabilities and financial condition of the DMSS NB.
- g. Shall ensure that all money that comes into their hands for the account of DMSS-NB is deposited in the name of the DMSS-NB.
- h. Shall attend to the payment of all accounts promptly after authorization.
- i. Shall prepare a detailed account of the yearly expense and income and be responsible for distributing this report to the active members of the DMSS.
- j. With the input of other DMSS-NB members, shall prepare and submit a proposed budget for the current DMSS year to be approved by the DMSS Council before the end of October of that year.
- k. Shall be a signing officer for the bank account of the DMSS NB.
- l. Shall serve from the close of DMSS Annual General Meeting to June 30th (fiscal year-end) of the following year.

DMNS Sports & Wellness Representative

- a. Shall share one (1) vote, together with the DMNB Sports and Wellness Rep, at DMSS Council Meetings.
- b. Shall plan and coordinate the athletic program for members of the DMSS.
- c. Shall submit a budget to the DMSS VP Finance for the year of their term for its incorporation in the proposed budget before the proposed budget is approved.
- d. Shall represent the DMSS on the Canadian Federation of Medical Students (CFMS) Wellness Committee and shall participate in monthly conference calls of this group.
- e. Shall organize, along with representatives from Law, the Annual Med/Law cup.
- f. Shall be responsible for organizing the selection of the DMNS Outstanding Intramural Athlete of the Year Award (one [1] male and one [1] female). This award shall be presented by the Sports Representative at the Annual DMSS Med Ball and Banquet.
- g. Shall coordinate the organization and participation in national sports events such as Med Games in Quebec each year.

- h. Shall be subsidized, at least in part, to attend Med Games in Quebec each year.
- i. Shall coordinate activities pertaining to student wellness on behalf of the DMSS. These activities shall include, but are not limited to, the Dalhousie Medicine Class of '83 Wellness Week.
- j. Shall be responsible for overseeing the Everest Coordinators at DMNS.

DMNB Sports and Wellness Representative

- a. Shall be elected by the students of DMNB.
- b. Shall share one (1) vote, together with the DMNS Sports and Wellness Rep, at DMSS Council Meetings.
- c. Shall ensure the organization of intramural sports activities for DMNB students.
- d. Shall represent DMNB in UNBSJ Intramural Sports meetings.
- e. Shall be responsible for the equipment necessary for the maintenance of the intramural program.
- f. Shall establish, in collaboration with the DMNB Treasurer, a DMSS-NB Sports and Wellness budget and be responsible for discretionary spending of these allocated funds.
- g. Shall represent the DMSS on the Canadian Federation of Medical Students (CFMS) Wellness Committee and shall participate in monthly conference calls of this group
- h. Shall be responsible for the organization of the annual physician-student (MD vs MD-To-Be) charity hockey game.
- i. Shall coordinate, with the appropriate DMSS members at DMNS, the organization and participation in national sports events such as Med Games in Quebec each year.
- j. Shall coordinate activities pertaining to student wellness on behalf of the DMSS. These activities shall include, but are not limited to, the annual Class of '83 DMSS Wellness Week.
- k. Shall, in collaboration with the DMNS Sports and Wellness Representative, be responsible for the discretionary spending of the Class of '83 Wellness Week fund.
- l. Shall support and oversee SAWLs at DMNB on wellness-related activities Shall support and oversee the Everest Coordinators at DMNB.
- m. Shall select recipients (one [1] male and one [1] female) of the DMNB Outstanding Intramural Participation Award.
- n. Shall support and oversee the Everest Coordinators at DMNB
- o. Shall participate in the Canadian Federation of Medical Students - Longitudinal Wellness Initiative (CFMS-LWI) as the representative for Dalhousie University.
- p. Shall attend and participate in monthly Wellness Meetings with Student Affairs and SAWLs.
- q. Shall support and oversee sports and wellness-related Interest Groups at DMNB.

Class Presidents

- a. Shall keep their respective classes informed of DMSS activities.
- b. Shall keep the DMSS informed of respective class activities and concerns.
- c. The Med1 and Med2 President and the Med3 and Med4 co-Presidents may serve as student representatives on the Progress Committee.

- d. Shall fulfill all other duties as outlined in SECTION 3: Duties of the Class Council.

DMNS Member-at-Large

- a. Shall be a member of the Med1 class and shall attend all DMSS meetings.
- b. Shall share one (1) vote, together with DMNB Member-at-Large, at DMSS Council Meetings.
- c. Shall be an additional voice of the Med1 class on the DMSS.
- d. Shall be responsible, on a bi-weekly basis, for ensuring that the lounge and tutorial rooms are in order. Will consult with DMSS VP Internal and DMSS President if needed.
- e. Shall, on a bi-weekly basis, monitor physical exam equipment in tutorial rooms to ensure they are maintained.
- f. Shall oversee Annual sale of DMSS clothing.

DMNB Member-at-Large

- a. Shall be elected by the students of DMNB during fall elections.
- b. Shall be a member of the Med1 class and shall attend all DMSS meetings.
- c. Shall share one (1) vote, together with DMNS Member-at-Large, at DMSS Council Meetings.
- d. Shall be the voice of the Med1 class, responsible for informing students in the Med1 class at DMNB of DMSS activities.
- e. Shall create and distribute, in collaboration with the DMNS Member-at-Large, a Med1 Class newsletter.
- f. Shall be responsible for collaborating with the VP DMNB and administration to coordinate transportation to Med Ball, Euphoria, and other events in DMNS.
- g. Shall be responsible for the student lounge at DMNB, including its upkeep and improvements.
- h. Shall periodically monitor physical exam equipment in tutorial rooms to ensure they are maintained.

New Brunswick External Liaison

- a. Shall be elected by the students of DMNB.
- b. Shall hold one (1) vote at DMSS Council Meetings.
- c. Shall be the student representative to NBMS and SJMS, filling roles of the NB Medical Society representative.
- d. Shall liaise with to the students' society at Université de Sherbrooke, Moncton Campus.
- e. Shall liaise with and attend meetings of the University of New Brunswick Saint John Students' Representative Council.
- f. Is responsible for forming a committee to plan CNBME, when appropriate.
- g. Shall liaise with the student societies of other health professions on the Tucker Park campus to organize or promote interprofessional social events, such as Code Blue.
- h. Shall be the DMSS liaison officer for any other external agency with whom the DMSS-NB council may deem it appropriate to associate.
- i. Shall attend meetings of all Faculty committees to which he/she is duly appointed.

- j. Shall work with the CFMS Political Advocacy Committee Representative on all lobbying and advocacy efforts in New Brunswick and nationally.
- k. Shall take on roles above, in addition to those of VP External if elected to that position.

DMNB Technology & Communications Representative

- a. Shall be elected by the students of DMNB.
- b. Shall hold one (1) vote at DMSS Council Meetings.
- c. Shall keep available at all times a revised and up-to-date copy of the constitution of the DMSS.
- d. Shall be the main contact point for all communications of the DMSS members in New Brunswick.
- e. Shall be responsible for updating and managing the New Brunswick aspects of the DMSS website, working with the DMSS IT Officer.
- f. Shall oversee the DMSS-NB Events Calendar both online and in the lounge.
- g. Shall manage and oversee the use of lounge technology, including A/V equipment and speakers.
- h. Shall manage DMSS-NB social media accounts, where appropriate.
- i. Shall be responsible for taking DMSS-NB meeting minutes and communicating those with the members of DMSS-NB.
- j. Shall book teleconference equipment necessary for DMSS activities, where appropriate.
- k. Shall serve from the close of DMSS Annual General Meeting for one year.

DMNS Humanities Representative

- a. Shall share a vote, together with DMNB Humanities Representative, at DMSS Council Meetings.
- b. Shall act as a liaison between the Director of the Humanities Program and the DMSS.
- c. Shall advocate for and represent the Humanities Program to the DMSS members and Executive.
- d. Shall co-Chair Humanities Days with DMNB Humanities Rep and the Humanities Director.
- e. Shall maintain student awareness of the benefits of the Humanities program.
- f. Shall host, along with the Director, the Orientation Week activities of the Humanities.
- g. Shall publicize, within the student body, Humanities events and the curriculum.

DMNB Humanities Representative

- a. Shall share a vote, together with DMNS Humanities Representative, at DMSS Council Meetings.
- b. Shall act as a liaison between the Director of the Humanities Program, the students at DMNB and the DMSS.
- c. Shall advocate for and represent the Humanities Program to the DMSS members and Executive.

- d. Shall establish, in collaboration with the DMNB Treasurer, an official DMSS-NB Humanities budget and be responsible for the discretionary spending of these funds.
- e. Shall co-chair Humanities Days with DMNS Humanities Rep and the Humanities Director.
- f. Shall maintain student awareness of the benefits of the Humanities program.
- g. Shall host, along with the Director, the Orientation Week activities of the Humanities.
- h. Shall publicize, within the student body, Humanities events and the curriculum.

Global Health Liaison Senior (GHL Sr.)

- a. Shall represent the global health interest of Dalhousie Medical students locally and within the CFMS-Global Health Program (GHP).
 - i. See CFMS Terms of Reference: Global Health.
- b. Shall be responsible for raising awareness of global health issues locally, nationally and internationally.
- c. Shall be responsible for providing students with information about opportunities in global health, locally, nationally and internationally.
- d. Shall Chair the Dalhousie Global Health Initiative (GHI).
 - i. See DMSS Terms of Reference: Global Health Initiative (GHI). *To be drafted and approved at a later date.*
- e. Shall be elected at each campus (1 NS; 1 NB)
- f. Shall be responsible for organizing activities to support awareness weeks and student global health initiatives.
- g. GHL Jr. shall become GHL Sr. after serving one academic year as GHL Jr..
- h. GHL Sr. shall attend the CFMS-GHP Fall Annual General Meeting (AGM) under the same financial situation as other DMSS Representatives who attend the CFMS conferences.

Advisory members of the society (non-voting members)

Student Diversity and Inclusion Liaison

- a. Shall be an advisory member of the DMSS.
- b. Shall be appointed by the Executive Council prior to September 30th of each year, and shall fulfill their duties until their successor is chosen by appointment the subsequent year.
- c. Shall represent the interests of Dalhousie medical students as they pertain to issues of diversity and inclusiveness.
- d. Shall advocate for and represent Dalhousie medical students from underrepresented populations.
- e. Shall aid in the design and implementation of DMSS-sponsored events that are respectful and inclusive for a wide range of students.
- f. Shall reconvene the Student Diversity and Inclusion Committee by scheduling and organizing an Annual General Meeting in accordance with the Charter of the Dalhousie Medical Student Diversity and Inclusion Committee at a date between September 1st and October 15th of each year.
- g. Shall co-chair the Student Diversity and Inclusion Committee.

- h. Shall communicate initiatives and proposals adopted by the Student Diversity and Inclusion Committee to the VP Med. Ed., Global Health Liaison Sr., VP Internal, and other DMSS executive members as appropriate.
- i. Shall hold a revised and up-to-date copy of the Charter of the Dalhousie Medical Student Diversity and Inclusion Committee.
- j. Shall uphold and promote the Charter of the Dalhousie Medical Student Diversity and Inclusion Committee.
- k. Shall distribute the Charter of the Dalhousie Medical Student Diversity and Inclusion Committee to the incoming Student Diversity and Inclusion Liaison.
- l. Shall be (collaboratively with Med 1 representative) the point of contact regarding any issues related to maintenance, use, or functioning of the wellness room.

DMSS Chairperson

- a. Shall organize and chair DMSS Meetings, both monthly and General Meetings, in accordance with Robert's Rules of Order.
 - i. Shall invite the Executive, Council, and non-voting advisory DMSS members to meetings at least 2 weeks in advance of the meeting.
 - ii. Shall book videoconferencing rooms (DMNS and DMNB) and add meeting dates to the DMSS Calendar by contacting the DMSS VP Communications.
 - iii. Shall remind the DMSS Executive and DMSS Council to RSVP, send in officer reports and add items to the meeting agenda at least one (1) week in advance.
 - iv. Shall invite the student body via DalMedix e-mail lists with a minimum of one (1) week of notice before meeting.
 - v. Shall remind all students that additions to the agenda can be made up until three (3) days before a meeting, after which no other additions can be made.
 - vi. Shall finalize and have meeting agendas approved by the DMSS President two (2) days in advance of a meeting.
 - vii. Shall distribute meeting agendas to the student body at least forty-eight (48) hours before meeting.
 - viii. Shall coordinate with the DMSS VP DMNB to organize for food for both campuses.
- b. Shall cast a vote in the event of a tie within council.

DMSS Information Technology (IT) Officer

- a. Shall be appointed by the incoming DMSS Executive Council by June 1st annually.
- b. Shall be responsible for maintenance and management of the DMSS website.
- c. Shall represent the DMSS on appropriate committees dealing with IT as deemed appropriate by the DMSS President.
- d. Shall be an advisory member of the DMSS Council.

Research in Medicine Representatives (1 NS and NB)

- a. In their Med 2 year, shall be an advisory member of the DMSS.
- b. Shall attend Research in Medicine meetings.
- c. Shall be the direct student affiliate with the Dalhousie Medical Research Foundation (DMRF) and the Research in Medicine Office.
- d. Shall report directly to the DMSS VP Medical Education, and shall be responsible for other activities as the DMSS VP Medical Education deems appropriate.
- e. Shall fulfill all other duties as outlined in SECTION 3: Duties of the Class Council.

DMSS Lounge Manager

- a. Shall be an advisory member of the DMSS Council.
- b. Shall be a member of the Social Committee
- c. Shall fulfill their duties until one month following the appointment of their successor in the subsequent year.
- d. Shall be a student finishing their first year of medical school.
- e. Shall be directly responsible for the management of lounge services of the medical students, and as such, shall report directly to the DMSS VP Internal.
- f. Shall directly supervise the activities of the Class Lounge Representatives and ensure they fulfill their responsibilities.
- g. Shall, in conjunction with the Class Lounge Representatives, obtain liquor license and stock the bar for all applicable social functions.
 - i. **Note: Liquor license requests will not be accepted unless submitted 2-3 weeks in advance.**
- h. Shall be responsible for recruiting two (2) Lounge assistants in their Med1 year by application, following the conclusion of the Fall elections and appointments.
- i. Shall take the responsible serving course offered by Dalhousie Bar Services and abide by its rules. This course will be paid for by the DMSS.
- j. Shall hold a key to the DMSS storage room and barbecue storage room.
- k. **Shall work with Interest Groups to store their items in the DMSS storage room meanwhile ensuring access to those items.**
- l. **Shall be responsible for maintenance and upkeep of the DMSS barbecue, stored in the Tupper Basement level 2.**
- m. **Shall be responsible, in accordance with Dalhousie Regulations, to maintain an updated inventory of the alcohol in storage and regularly share said inventory with the authority regulating liquor services on campus.**
 - i. **Updated inventory is to be shared within 1 week of an event serving liquor.**
- n. **Shall, on a 4-month basis, deposit money from the till to the DMSS VP Finance, leaving \$300 in the till, or another amount specified by the VP Finance.**
- o. **Shall, during August, have the lounge floors waxed, and the fridges cleaned.**
- p. **Shall be directly responsible, in conjunction with the DMSS president, for budgeting and making lounge improvements including but not limited to:**
 - i. **Coffee machine**

- ii. Table tennis supplies
- iii. Pool table supplies
- iv. Board games
- v. Canteen
- vi. New furniture
- q. Shall be directly responsible for maintaining the cleanliness of the lounge, working with Building Services and Custodial Services.
- r. Shall be responsible for ensuring that the contents of the storage room are labelled and organized.

Global Health Liaison Junior (Jr.)

- a. Shall aid the GHL Sr. in fulfilling the following roles/responsibilities:
 - i. Shall represent the global health interest of Dalhousie Medical students locally and within the CFMS-Global Health Program (GHP).
 - ii. Shall be responsible for raising awareness of global health issues locally, nationally and internationally.
 - iii. Shall be responsible for providing students with information about opportunities in global health locally, nationally and internationally.
 - iv. Shall be elected from each campus; 1 NS and 1 NB.
 - v. Shall facilitate the organization of awareness campaigns through the GHI (i.e. AIDS Awareness Week, Malaria Awareness Week, World TB Day, and Disaster Relief).
 - vi. Shall be responsible for organizing fundraising activities to support awareness weeks and student global health initiatives.
- b. If GHL Sr. unable to attend the CFMS-GHP Fall Annual General Meeting, the GHL Jr. shall attend in their stead. They shall attend under the same financial situation as other DMSS representatives who attend the CFMS conferences.
- c. If funding allows, GHL Jr. shall attend the CFMS-GHP Spring General Meeting under the same financial situation as other DMSS representatives who attend the CFMS conferences.
- d. GHL Jr. will become GHL Sr. after serving one academic year as GHL Jr., pending a vote of confidence.

Active members of the society **(non-voting members, not required to attend Council meetings)**

Government Affairs and Advocacy Committee (GAAC) Senior/Junior (Sr./Jr.) Representative

- a. Shall be advisory members of the DMSS Council.
- b. Shall sit on the CFMS Government Affairs and Advocacy Committee (CFMS-GAAC).
- c. The GAAC Jr. Representative (1 NS and 1 NB) shall be appointed by the DMSS Executive by September 30th annually.
- d. The GAAC Jr. Representatives shall become the GAAC Sr. Representatives when the DMSS Executive appoints the next GAAC Jr. Representative in the following academic year.

- e. The GAAC Sr. and GAAC Jr. Representatives shall co-Chair the DMSS Government Affairs and Advocacy Committee (see DMSS Terms of Reference: Standing Committees).
- f. The GAAC Sr. Representatives, along with representatives of their respective provincial medical societies, shall be responsible for the organization of Provincial Lobby Day in their respective province.
- g. The GAAC Jr. Representative shall be responsible for the Annual CFMS-GAAC environmental scan of the Dalhousie medical student body at their respective campus
- h. The GAAC Sr. and GAAC Jr. Representatives, in collaboration with the DMSS VP External, will select two additional students from the entire DMSS membership who shall attend CFMS Federal Lobby Day.
- i. The GAAC Sr. and Jr. Representative position may be held simultaneously with one other position from the DMSS External Affairs Committee (see DMSS Terms of Reference: Standing Committees).
- j. CFMS National Lobby Day shall be attended by four students from Dalhousie. The DMSS VP External, under guidance of the DMSS Executive Council, shall select the students who shall attend. Consideration should be made toward the GAAC Sr. and GAAC Jr. from each campus. The student representatives of their respective provincial medical societies shall also be considered. Finally up to one student from the general membership of the DMSS may be considered if any of the offices above decline the invitation to attend. Students shall meet with an MP that represents a riding from either Nova Scotia, New Brunswick or Prince Edward Island

Student Representatives to Doctors Nova Scotia and the Medical Societies of New Brunswick and Prince Edward Island (1 student per province)

- a. Shall be advisory members of the DMSS Council.
- b. Shall attend or obtain the minutes of all meetings of the medical societies of their respective province.
- c. Shall report on their activities with the medical society of their respective province to the DMSS.
- d. Shall be the primary liaison for students to their respective provincial governments on matters concerning medicine and medical education, and will coordinate their activities with the DMSS President and DMSS VP External.
- e. Shall be an ex-officio member (or whichever position the college of that province deems fit) on the College of Family Physicians for that province.
- f. Shall sit on the DMSS External Affairs Committee (see DMSS Terms of Reference: Standing Committees) and detail the specific programs, projects and negotiations from their respective provincial societies to the DMSS External Affairs Committee for the awareness and potential response of the DMSS.
- g. Shall educate the DMSS and students about current tuition and debt issues.
- h. Shall help plan Provincial Lobby Days in their Respective Provinces.
- i. Shall obtain, disseminate and answer questions regarding the Physician Resource Plans for their respective provinces.

- j. Doctors Nova Scotia Representative shall also serve as the student representative at meetings of the College of Physicians and Surgeons of Nova Scotia
- k. New Brunswick External Liaison shall serve as the representative to the Medical Society of New Brunswick

Everest Project Coordinators

- a. Shall be advisory members of the DMSS.
- b. Shall be three (3) Med2 (2 NS and 1 NB) and three (3) Med1 (2 NS and 1 NB) students; Med1 students are appointed in the fall of their Med1 year and hold this position for two consecutive years (i.e., until the end of their second year).
- c. Shall be appointed by the DMSS Executive Council no later than September 30th annually.
- d. Shall fulfill their duties until their successor is chosen by appointment the subsequent year.
- e. Shall be directly responsible for coordinating the Everest Project, and as such, shall liaise with the DMSS Sports and Wellness Representative.
- f. Shall be responsible for the selection and supervision of the Chairs of the various Everest Project sub-committees.
- g. Shall work under the DMSS Sports and Wellness Representative's portfolio.

Past Vice-President Medical Education

- a. Shall advise the DMSS VP Medical Education on request.
- b. Shall serve on the Med1/2 and Med3/4 Curriculum Committees, PFEC, CASP and UMECC when available.
- c. Shall attend, and vice-chair, the Medical Education Working Group when available (see DMSS Terms of Reference: Standing Committees).
- d. Shall attend the CFMS Academic Roundtable teleconference when available.

Past Vice-President External Affairs

- a. Shall advise the DMSS VP External Affairs on request.
- b. Shall act as the Past-CFMS representative of the DMSS to the CFMS when such representation is deemed necessary, and shall report on it.
- c. Shall attend meetings of, and vice-chair, the External Affairs Committee when available (see DMSS Terms of Reference: Standing Committees).
- d. Shall work with the CFMS Government Affairs and Advocacy Committee (GAAC) Representative on all lobbying and advocacy efforts.

Library Representative

- a. Shall be appointed by the DMSS Executive by September 30th annually.
- b. Shall be a Med2 student.
- c. Shall liaison between Library Staff and students to provide support for students.
- d. Shall work with Library Staff and Facilities Management to facilitate extended library hours for Class and MCCQE exams.
- e. Shall be a one year position.

Professionalism Representative

- a. Shall be appointed by the DMSS Executive by September 30th annually.
- b. Shall be a Med2 student.
- c. Shall attend the Professionalism Working Group (PWG) bi-monthly meetings
- d. Shall attend Professionalism Committee (PC) monthly meetings
- e. Shall provide insight from a student perspective at PWG and PC meetings, especially regarding curriculum or administrative proposals that directly impact medical student life.
- f. Shall update and maintain the DMSS Professionalism Position Paper.
- g. Shall sit temporarily on the Senate Committee.

Dalhousie University Senate Student Representative for the Faculty of Medicine

(This position is yet to become official, but when it does, the list of duties and activities written below will be expanded on and the Professionalism Representative will transfer their interim Senate Committee duties to this Representative).

- a. Shall report to the DMSS on all matters concerning the Senate Committee.
- b. Shall seek input from DMSS members to inform their actions on the Senate Committee.
- c. Shall communicate with DMSS members about Senate Committee decisions and actions as needed.

Dalhousie Medicine Journal Representative

- a. Shall be an active member of the DMSS.
- b. Shall attend or obtain the minutes of all meetings of the DMJ.
- c. Shall be the primary liaison between the students of the DMSS and the DMJ.
- d. Shall be a 3 year position.
- e. Must receive a vote of confidence from the DMSS Executive by September 30th annually.

SECTION 3: DUTIES OF CLASS COUNCIL

Structure/Organization of Class Executive

- a. President
- b. Vice-President; 1 NS and 1 NB¹
- c. Class Curriculum Representatives; 1 NS and 1NB
- d. Treasurer/Secretary; 1 NS and 1 NB¹

Structure/Organization of Class Council

- a. Aforementioned class executive

¹See detailed explanations below

- b. Class Elections Officer (1)
- c. Lounge Representative (1)
- d. Convocation Representatives (2)
- e. Unit Representatives (varies)
- f. Euphoria co-Chairs (2 NS and 1 NB)
- g. For the Health of It co-Chairs (varies)

Specific Duties of Class Executive

Class President

- a. General:
 - i. Shall represent the class at any Dean's Luncheons and at all DMSS meetings.
 - ii. Shall ensure class elections have been arranged before April 30th annually, with the exception of the Med3 co-Presidents, who shall ensure class elections have been arranged by August 15th annually.
 - iii. Shall be student representatives on the Progress Committee.
 - iv. Shall assist the class Secretary/Treasurer to sell tickets within their respective class for the Annual DMSS Med Ball and Banquet and for the Annual Euphoria Variety Show.
 - v. Shall serve as liaison for class announcements.
 - vi. Shall be a member of the Medical Education Working Group.
- b. Specific:
 - i. Med1 Class President:
 - 1. In the event that either Med1 Curriculum Representatives cannot attend a Med 1/2 Curriculum Committee meeting, the Med1 Class President shall attend in their place.
 - 2. Shall ensure the preparation of the decorations for the Annual DMSS Med Ball and Banquet.
 - 3. Shall ensure the election (via Class Elections Officer) of Ask a Med Student Representatives co-Chairs by September 30th and Orientation co-Chairs by February 1st annually.
 - 4. Shall arrange for the selection of the Rock Solid Award (see DMSS Terms of Reference: Awards).
 - ii. Med2 Class President:
 - 1. In the event that either Med2 Curriculum Representatives cannot attend a Med 1/2 Curriculum Committee Meeting, the Med2 Class President shall attend in their place.
 - 2. Shall arrange the Class vote for the selection of the Professor of Year award for the Med1 academic year (see DMSS Terms of Reference: Awards).
 - 3. Shall present the Graham Creighton Award (see DMSS DMSS Terms of Reference: Awards) at the Annual DMSS Med Ball and Banquet.

- iii. Med3 Class co-Presidents:
 1. In the event that either Med3 Curriculum Representatives cannot attend a Med3/4 Curriculum Meeting, one of the Med3 co-Presidents shall attend in their place.
 2. Shall arrange the Class vote for the selection of the Professor of Year award for the Med2 academic year (see DMSS Terms of Reference: Awards).
 3. Shall be responsible, along with the Med4 Class co-Presidents, for updating and distributing clerkship materials and resources for the incoming Clinical Clerks.
- iv. Med4 Class co-Presidents:
 1. In the event that either Med4 Curriculum Representatives cannot attend a Med3/4 Curriculum Meeting, one of the Med4 co-Presidents shall attend in their place.
 2. Shall assign and oversee fundraising by the Med4 Class Council and budget for grad week
 1. Lunch & Learns during PIER IV/CRAM
 2. Departmental Donations
 3. Invite participation of NB campus VP in fundraising in NB if neither co-President is at the NB campus.
 3. Shall present at the Graduation Gala the following awards (see DMSS Terms of Reference: Awards):
 1. Silver Shovel Award
 2. Resident Teaching Award
 3. Honorary Member of the Graduating class
 4. Following their election, shall communicate the Class co-Presidents for Life to the DMAA.
 5. Shall be responsible, along with the Med3 Class co-Presidents, for updating and distributing clerkship materials and resources for the incoming Clinical Clerks.
- v. Class co-Presidents for Life:
 1. Shall serve as co-Presidents of the class for life.
 2. Shall be available to assist the Med4 co-Presidents in presenting awards at the Graduation Gala.
 3. Shall coordinate communication within the class after graduation.
 4. Shall liaise with the Dalhousie Medical Alumni Association regarding alumni events and planned class reunions.

Class Vice-Presidents (DMNS & DMNB)

a. General:

- i. A Vice-President shall be elected for both the DMNS and DMNB campuses and they shall cooperate to ensure the following duties are fulfilled in total at both campuses:
 1. Shall represent the Class at functions that are the responsibility of the Class President in the event the President cannot attend.

2. Shall be the voting member of the Class at DMSS meetings in the event the Class President(s) cannot attend.
 3. Shall be in charge of Class social activities.
 4. Shall be a member of the Social Committee chaired by the DMSS Vice President Internal (see DMSS Terms of Reference: Standing Committees).
- b. Specific:
- i. Med1 Class Vice-Presidents
 1. In charge of organization and completion of decorations for the Annual DMSS Med Ball and Banquet.
 - ii. Med2 Class Vice-Presidents
 1. Shall arrange vote for selection of the Wood-Stonehouse Award and L.B. MacPherson Award (see Terms of Reference: Awards).
 2. Shall co-ordinate the end-of-the-year class social.
 - iii. Med3 Class Vice-Presidents
 1. Shall arrange for selection of the Graham Creighton Award (see DMSS Terms of Reference: Awards).
 2. In addition to other social activities, shall be responsible for organizing social events during PIER.
 - iv. Med4 Class Vice-Presidents
 1. Liaise with Class Convocation Representatives to aid in organizing Grad week.
 2. Arrange the Med4 Class Grad Trip.
 3. Arrange the photographer sessions for graduation photos.

Class Curriculum Representatives

- a. The class curriculum representatives, one (1) from each campus (NS and NB) will be elected in Med1. Interested candidates must meet with the VP Medical Education prior to the election.
- b. Shall attend meetings of all Faculty and student committees to which he or she is duly appointed. The curriculum representative shall have voting member status on the Undergraduate Medical Education Curriculum Committee (UMECC).
- c. Shall attend meetings of the DMSS Medical Education Group (see DMSS Terms of Reference: Standing Committees). If unavailable, shall be responsible to arrange a suitable replacement in coordination with the DMSS VP Medical Education. Consideration should first be given to their respective class Presidents.
- d. Shall gather feedback from their respective classes to present at Medical Education Working Groups and discuss these regularly with the DMSS VP Medical Education.
- e. Shall be the student representative to the Med 1/2 and Med 3/4 Curriculum Committees for their respective classes, and to the Committee on Assessment and Student Performance (CASP) and Program and Faculty Evaluation Committee (PFEC). If unavailable, shall be responsible to arrange a suitable replacement in coordination with the DMSS VP Medical Education. Consideration should first be given to their respective class Presidents. Each committee should have one (1)

representative from each class and representation should be divided evenly between NS and NB Curriculum representatives where possible in coordination with the DMSS VP Medical Education.

Class Secretary / Treasurer

- a. General:
 - i. Shall be a student of the DMNS and/or DMNB campus, whereby:
 1. Med1s elect a Class Secretary/Treasurer from both campuses, one per campus.
 2. Med2s elect a Class Secretary/Treasurer for the DMNS campus only, as the DMNB position is satisfied by the DMSS DMNB Treasurer.
 3. Med3s and Med4s elect one Secretary/Treasurer to represent both campuses.
 - ii. Shall represent the Class at functions that are the responsibility of the Class President and Vice-Presidents in the event the President or Vice-Presidents cannot attend.
 - iii. Shall be the voting member of the Class at DMSS meetings in the event the Class President and Vice-Presidents can not attend the DMSS meeting.
- b. Specific:
 - i. Shall take minutes as required at Class Executive meetings.
 - ii. Shall be responsible for the financial business of the class:
 1. Shall deposit DMSS Class grant in Class bank account.
 2. Shall aid in collecting Class funds (photographs, parties, medical equipment, etc.).
 3. Shall maintain a Class budget and keep Class Executive, as well as the Class as a whole, informed about the status of Class fund.

Specific Duties of Class Council

Research in Medicine (RIM) Representatives (1 NS and 1 NB)

- a. Shall be elected during the Med1 Class Council elections in the Fall of their Med1 year.
- b. Shall serve a four (4) year term.
- c. Shall be the liaison between the Research in Medicine Unit head, UGME, and the student body for questions, corrections, amendments and feedback on the unit as it proceeds.
- d. Shall be the student representative to the Research in Medicine Committee.
- e. During their Med 2 year, shall have the following duties:
 - i. Shall be advisory members of the DMSS.
 1. If one of the RIM Representatives is elected to an Executive position on Council in their Med 2 year, the other will serve in the advisory role on the DMSS.

2. If both of the RIM Representatives hold Executive positions on Council in their Med 2 year, the advisory role will be shared by both Executive members.
 - ii. Shall be the direct student affiliate with the Dalhousie Medical Research Foundation (DMRF) and the Research in Medicine Office.
 - iii. Shall report directly to the DMSS VP Medical Education, and shall be responsible for other activities as the DMSS VP Medical Education deems appropriate.
 - iv. Shall be responsible for educating students on available research opportunities.

Class Elections Officer

- a. Shall be elected during the Med1 Class Council elections in the Fall of their Med1 year.
- b. Shall serve a four (4) year term.
- c. Shall adhere to the DMSS Constitution and DMSS ToR Elections in order to run elections.
- d. Shall run their class's Med2, Med3, and Med4 Class Council elections.
- e. Shall run the Ask a Med Student and Orientation Week Committee elections in Med1.
- f. Shall run other class elections that may occur during their term.

Class Lounge Representatives

- a. Shall report to the DMSS Lounge Manager. The DMSS Lounge Manager shall be the direct supervisor.
- b. Shall familiarize themselves with the Lounge Representative manual prepared by the DMSS VP Internal and the DMSS Lounge Manager.
- c. Shall take the responsible serving course and abide by its rules. This course will be paid for by the DMSS.
- d. Shall assist the Lounge Manager in the duties they carry to maintain the Lounge as needed. These duties include, but are not limited to: stocking the fridge, maintenance of the inventory, organization of the storage room, stocking lounge supplies, and cleanliness of the lounge.
- e. In January of first year, the Med1 Lounge Representatives (working with the Lounge Manager) shall take on the independent role of operating social functions.
- f. Shall assist the Lounge Manager in obtaining liquor license and stock for bar for all applicable social functions.
- g. Shall set up and operate music at socials.
- h. Along with event organizers, shall be responsible for clean-up after parties.
- i. In their Med1 year, shall be a member of the Social Committee.

Convocation Representatives

- a. General:
 - i. Two (2) or more convocation representatives will be elected during the Med2 Class Spring Elections for a two (2) year term from their Med3 to

their Med4 year. The convocation representatives can work in conjunction with the DMAA. Shall work closely with the Convocation representatives of the preceding year to facilitate activity planning.

b. Specific:

i. Med3:

1. Shall meet with previous reps to discuss role.
2. Shall attend and help with Grad Gala for the graduating class.
3. Shall attend and help with Convocation for the graduating class as needed.
4. Shall meet with Student Affairs near end of Med 3 (i.e., July or August) to discuss duties, responsibilities and schedule for the upcoming year.

i. Med4:

1. Shall solicit nominations and arrange a Class vote by February 28th for (see DMSS Terms of Reference: Awards):
 1. MC of Grad Gala
 2. Silver Shovel Award
 3. Resident Teaching Award
 4. Honorary Member of the Graduating class
2. Shall contact the winners of the above awards and shall ensure they are able to attend Grad Gala.
3. Shall arrange a Class vote for the selection of a Class Valedictorian before March 31st.
4. Grad Week (start early in Med4):
 1. Shall organize all activities for grad week.
5. Convocation: (Student Affairs Office does most of planning):
 1. Shall communicate with the graduating class about getting tickets, details for when and where to meet and day's activities.
 2. Shall organize, beginning in the Fall of Med4, grad photos and shall communicate details with the graduating class.
 3. Shall contact the person who will read the Hippocratic Oath (based on class votes, 2nd place in the MC for Grad Gala vote).
6. Grad Gala:
 1. Shall, in association with Grad Gala venue staff, select menu for the event.
 2. Shall set the ticket price to the event in conjunction with the Student Affairs Office.
 3. Shall be responsible for decorating the Grad Gala venue.
 4. Shall communicate with the graduating class re: Grad Gala date and purchasing tickets.

- a. Shall be the liaison between the unit head and the student body for questions, corrections, amendments and feedback on the unit as it proceeds.
- b. Shall be responsible for attending the unit evaluations at the end of their unit to present feedback they have received throughout the unit.
- c. Shall be responsible for an end of unit report to be presented to UGME no longer than two weeks after the end of the unit. This report is a two-page summary of their own as well as class feedback on how the unit can be improved.
- d. Shall send a copy of their end of unit report to the DMSS VP Medical Education who will pass it on to the next Unit Representative.

Skilled Clinician Representative (1 NS and 1 NB, Med1 and Med2):

- a. Shall be the liaison between the Skilled Clinician unit head, the relevant simulated patient and skills educators, and the student body for questions, corrections, amendments and feedback on the unit as it proceeds.
- b. Shall be responsible for organizing and running a student-led mock OSCE.
- c. Shall be the student representative to the Skilled Clinician Committee.

Clinical Experiences Representative (1 NS and 1 NB, Med1 and Med2):

- a. Shall be the liaison between the Electives unit head, UGME, and the student body for questions, corrections, amendments, and feedback on the unit as it proceeds.
- b. Shall be the liaison between the Faculty member responsible for Interprofessional Education, UGME, and the student body for questions, corrections, amendments, and feedback on the unit as it proceeds.
- c. Shall be the liaison between the Family Medicine Experience unit head, UGME, and the student body for questions, corrections, amendments, and feedback on the unit as it proceeds.
- d. Shall support the Skilled Clinician Representative in running a student-led mock OSCE.
- e. Shall be the student representative to the Interprofessional Education Committee.

Track Representatives, Med3

- a. Shall attend Departmental meetings while each track is on their respective services.
- b. Liaise between students and administrators and clerkship directors to pass on feedback about on-service issues, lectures and scheduling.

Unit Representatives, Med3

- a. Shall be the liaison between the Unit Head and the student body for questions, corrections, amendments and feedback on the Unit as it proceeds.
- b. Shall be responsible for an end of year report to be presented to UGME no later than two weeks after the end of the Med3. This report is a two-page summary of their own as well as class feedback on how the Unit may be improved.
- c. Shall send a copy of their end of year report to the DMSS VP Medical Education who will pass it on to the next Unit Representative.

- d. Shall attend Undergraduate Committee meetings for their respective department.
- e. Shall help department's Undergraduate Committee to the benefit of current and future clerks.
- f. Shall liaise with track reps of tracks currently rotating through their respective department.
- g. Shall elicit feedback from tracks having just rotated through their respective department.
- h. Shall liaise with DMSS VP Medical Education in case of serious systemic issues within a rotation that would need to be addressed by administration.

Euphoria co-Chairs

- a. Shall be elected each year by their respective class for a one (1)-year position.
- b. Shall be two co-Chairs from NS and one co-Chair from NB elected each year.
- c. Shall be responsible for the organization and execution of the Class' Euphoria skit for that year.
- d. Shall be responsible for the class' fundraising efforts for the Euphoria selected for that year.
- e. Shall liaise with the DMSS VP Internal to assist with technical and organizational aspects of the Euphoria Variety Show.
- f. Shall communicate information about the show from the DMSS VP Internal to the class.
- g. Shall ensure each Euphoria participant in the class has purchased a ticket for the show.
- h. Shall comply with any rules or restrictions set by venue where the Euphoria Variety Show is held (i.e., Rebecca Cohn Auditorium).
- i. Shall be responsible for the clean-up of Euphoria materials from the venue after the show.

For The Health of It (FTHOI) co-Chairs

- a. Shall be elected each year by their respective class for a one (1)-year position.
- b. Shall be one to two (1-2) co-Chair(s) elected by the Med1 class and one to two (1-2) co-Chair(s) elected by the Med2 class.
- c. Shall be responsible for the organization and execution of the Medical Student skit.
- d. Shall be responsible for the Medical Students' fundraising effort.
- e. Shall attend all FTHOI steering committee meetings.
- f. Shall communicate show information to the cast and crew.
- g. Shall promote the show and related fundraisers within Dalhousie Medicine School.
- h. Shall ensure each FTHOI participant has purchased a ticket.
- i. Shall comply with any rules or restrictions set by venue where FTHOI is held (i.e., Rebecca Cohn Auditorium).
- j. Shall be responsible for the clean-up of FTHOI materials from the venue after the show.