

## **DMSS Terms of Reference: Interest Groups**

**Revised May 6<sup>th</sup>, 2020**

**SECTION 1: PURPOSE**

- a. To define a set of parameters by which the Dalhousie Medical Students' Society (DMSS) Interest Groups, at DMNS and DMNB, may be established, renewed and funded.

**SECTION 2: INTERPRETATION**

*For the purposes of this Terms of Reference:*

- a. "Student Interest Group Committee" (SIGC) refers to a committee of the DMSS that exists to review Interest Groups and Student Initiatives applications, and funding requests
  - i. There are two SIGCs: one at DMNS and one at DMNB
  - ii. Wherever possible, the two SIGCs will make efforts to share processes and criteria.
  - iii. For SIGC membership, see DMSS Terms of Reference: Standing Committees
- b. "Interest Group" (IG) refers to an association of members of Dalhousie Medical School, primarily DMSS members, given official status through formal DMSS approval.
- c. A "New IG" refers to any IG applying for official IG status that does not meet all of the requirements for a Returning IG.
- d. A "Returning IG" refers to any IG that is applying for official IG status that has been an official IG during at least the fall or winter funding cycle in the previous year.
  - i. Returning IG applications are only accepted in the fall funding cycle.
- e. "IG Executive" refers to IG leaders – be they referred to as President, Chair, Coordinator, or any other leadership title.
  - i. IG's must have, at maximum, two Executives responsible to the DMSS. Other roles may be created within an IG structure as needed, but would not be Executives from the viewpoint of DMSS.
- f. "IG Night" (both NS and NB) refers to an event which showcases all potential IGs to the DMSS student body.
- g. "IG Executives' Roundtable" (both NS and NB) refers to a meeting held in both the fall and winter semesters where IG Executives will review the application process for IG funding with the treasurer from each campus, and will discuss their activities with the aim of fostering further inter-IG collaboration.
- h. "Lifestyle Nights" refer to events that invite staff and/or resident physicians to provide perspectives on residency programs, work/life balance, CaRMS applications, clinical pearls, and any other information with regards to the paths that they followed in establishing their careers.

**SECTION 3: GENERAL PRINCIPLES**

- a. All DMSS members have the right to participate in, apply to lead, or apply to create an IG.
- b. IGs must be accessible to the entire DMSS Student Body regardless of an individual's gender, race or religion.
- c. IGs must seek to provide programming that complements rather than reproduces medical curricula.
- d. IGs fall into one of three categories (*new in 2019-2020*)
  - i. "Medical Interest Group"
    1. Refers to an IG that organizes events for the purpose of providing information, knowledge and skills relevant to the practice of medicine, including the various medical specialities.
    2. These groups are inward-facing, and are primarily directed at the personal and professional development of members of the DMSS.
    3. Medical IGs must strive to maintain an average attendance of at least 10% of the pre-clerkship class size at their respective campus over all sessions.
  - ii. "Community Interest Group"
    1. Refers to an IG that organizes events for the purpose of outreach to, or the bettering of, the wider community.
    2. These groups are outward-facing, interacting with individuals outside of the DMSS and Faculty of Medicine.
  - iii. "Social Interest Group"
    1. Refers to an IG that organizes events for the enjoyment of the DMSS community, largely unrelated to the professional practice of medicine.
    2. These groups are inward-facing, and are primarily directed at the personal and professional development of members of the DMSS.
- e. The same funding criteria will be applied to all interest groups deemed to fall into the same category.
- f. The categorization of IGs is approved at the discretion of the SIGC and may not be the same distinction made by UGME with regards to the Medical Student Performance Evaluation Record (MSPR).
- g. IGs must maintain an up-to-date attendance list for each event. This list must be included in the end of year report.
- h. IGs must attend the IG Night, held every fall and organized by the VP Internal (DMNS) and VP NB (DMNB).
- i. IGs must hold a minimum of:
  - i. NS: three (3) events per funding year.
  - ii. NB: one (1) event per funding year.

- j. IGs will not be permitted to hold events during Wellness Week. Exceptions can be made with approval from the Wellness Week Committee.
- k. IGs must submit requests to the DMSS VP Communications (DMNS) and DMSS DMNB Technology and Communications Rep (DMNB) to have their event included in the DMSS calendar. Requests must be made at least one week before the event.

#### **SECTION 4: APPLICATION FOR NEW AND RETURNING IGS**

##### **4.1 General Procedure**

- a. A call for applications will be disseminated via the DMSS e-mail account by the VP Communications (DMNS) and the DMNB Technology and Communications Rep (DMNB)
  - i. No later than October 1 for the fall funding cycle, AND
  - ii. In January or February at the discretion of the SIGC for the winter funding cycle
  - iii. The application periods may differ between DMNS and DMNB, however, they should follow the same general principles.
- b. Before the closing date of the fall IG application, an “Interest Group Roundtable Meeting” led by the SIGC will be held at each campus, with mandatory attendance by IG Executives, to discuss IG funding sources and allocation, the funding application process, and budgeting for Interest Groups.
- c. Applications for Returning IGs must be received within one (1) week of the application opening, no later than October 8 for fall applications.
- d. Applications for New IGs must be received within one (1) week of the application opening, no later than October 8 for fall applications.
  - i. Applications for New IGs can be run independently from applications for Returning IGs at the discretion of the SIGC.
- e. In order to receive official DMSS recognition, IGs must be approved by the SIGC. Final decisions will be made within two (2) weeks of the application opening, no later than October 15 for fall applications.
  - i. Approved Returning IGs will be considered an ‘official’ DMSS IG for one fall and one winter funding cycle.
- f. A single IG application will be used for both campuses, regardless of application timelines. After the closure of the application period, submitted applications will be divided for evaluation by the VP Communications (DMNS) and the DMNB Technology and Communications Rep (DMNB).
- g. The IG application (see 4.2 for New IGs and 4.3 for Returning IGs) will be evaluated by each member of the SIGC on the respective campus. The SIGC will then come to a consensus whether an IG will be created or renewed.
  - i. Should a member of the SIGC sit on an IG Executive, they will abstain from both discussions and decisions regarding their group’s IG formation, renewal or funding during SIGC meetings. This member of the SIGC will be asked to leave the room when said group is being discussed. All

- discussions that occur when this SIGC member leaves the room will be *in camera*.
- h. If the application is approved, the amount of funding available to the IG will be determined by the SIGC, see SECTION 5.
    - i. *Note:* IGs do not need to receive funding to be an official IG. These IGs will be permitted to advertise their official status and participate in IG Night.
  - i. If an IG is refused official IG status, a written explanation, prepared by the SIGC will be provided to the Executives.
  - j. The SIGC reserves that right to disallow the formation or renewal of an IG on the basis of:
    - i. Overlap with another IG in terms of mandate, medical specialty and/or programming;
    - ii. Not providing sufficient value-added educational, career, extracurricular or life-experience component to members of the IG or the student body as a whole;
    - iii. SIGC discretion
  - k. IGs whose formation or renewal was disallowed may submit a written appeal to the DMSS President within one (1) week of learning of the decision. The DMSS President will review the appeal and must bring it to DMSS Council to be discussed and voted upon at the next DMSS Council meeting.
  - l. Voting members of DMSS Council, who are also members of the SIGC may engage in this discussion, but shall abstain from the final vote.

#### **4.2 Applying for New IG status**

- a. In order to apply for official New IG status, the Executives must submit a completed IG Application Form to the SIGC by the advertised deadline, as per 4.1. The application form shall include:
  - i. The IG category into which the IG falls, as outlined in SECTION 3 above.
  - ii. A formal mandate consisting of the purpose and detailed objectives of the IG;
  - iii. A description of the IG, which will be displayed both on the DMSS and Student Affairs websites;
  - iv. The names, phone numbers and e-mail addresses of the two (2) Executives
    1. An appeal may be made to the SIGC if more than two (2) Executives are needed;
  - v. A signature of support of 10% of pre-clerkship students who are not this IG's Executives;
    1. An IG may present a written explanation for circumstances that preclude them from the minimum number of signatures. The explanation should include justification of how their IG would provide benefit for the student body at Dal Med.
  - vi. A proposed budget for the year, including:
    1. List of proposed activities, with dates
    2. Estimated of number of students that each event will impact

3. Any projected costs and revenues;
- vii. New Medical IGs are asked to indicate their desire for a Lifestyles in Medicine Night, see SECTION 5.5.
- viii. Whether efforts to secure funding for the IG outside the DMSS have been made, and how much additional funding was secured.
  1. Such funding includes, but is not limited to: departmental support, affiliate organization support, community or government grants.

#### **4.3 Applying for Returning IG status**

- a. In order to renew IG status as a Returning IG, the Executives must submit a completed DMSS IG Renewal Form to the current SIGC by the advertised deadline, as per 4.1. The renewal form will include:
  - i. The IG category into which the IG falls, as outlined in SECTION 3 above.
  - ii. A formal mandate consisting of the purpose and detailed objectives of the IG;
  - iii. A description of the IG, which will be displayed both on the DMSS and Student Affairs websites;
  - iv. The names, phone numbers and e-mail addresses of the two (2) Executives
    1. An appeal may be made to the SIGC if more than two (2) Executives are needed;
  - v. A final budget for the year that has ended;
  - vi. A report on activities undertaken during the year including:
    1. List of activities, including dates
    2. Attendance numbers for each event, and which faculty or residents were in attendance, if applicable;
    3. *Note for DMNS IGs:* Failure to hold three (3) events will be taken under heavy consideration.
  - vii. A proposed, detailed budget for the upcoming year including:
    1. List of proposed activities, with dates
    2. Any projected costs and revenues;
  - viii. Medical Specialty IGs are asked to indicate their desire for a Lifestyles in Medicine Night, see SECTION 5.5.
  - ix. Whether efforts to secure funding for the IG outside the DMSS have been made, and how much additional funding was secured.
    1. Such funding includes, but is not limited to: departmental support, affiliate organization support, community or government grants.

### **SECTION 5: FUNDING**

#### **5.1 Funding Eligibility**

- a. To be eligible for DMSS Council funding, an itemized, established budget must be provided during the application period:

- i. IG budgets must include assessments of known or projected costs for all planned events, as well as any known or projected revenues and donations to be collected during the year.
  1. For returning IGs, an itemized budget of the previous year is required
- ii. Funding will not be given to IGs or IG events where there is not a value-added educational, career, extracurricular or life-experience component to members of the IG or the student body as a whole (i.e., Executive of IGs may not use funds to purchase food for the Executive or IG meetings).
- iii. If an IG is denied funding, a written explanation, prepared by SIGC, will be provided to the Executives.
- iv. IGs who did not receive funding or less funding than they had asked may submit a written appeal to the DMSS President within one (1) week of learning of the decision. The DMSS President will review the appeal and must bring it to DMSS Council to be discussed and voted upon at the next DMSS Council meeting. Voting members of DMSS Council, who are also members of the SIGC may engage in this discussion, but shall abstain from the final vote.
  1. Funding may increase or stay the same for those IGs who received less funding than they asked and submitted a written appeal.

### **5.2 Funding Application**

- a. Calls for funding will be included in the IG application, and follow the same timelines outlined in 4.1

### **5.3 Funding Allocation**

- a. Funding will be allocated by the SIGC using the principles for review of budget requests, including:
  - i. Extent of external funding received from existing funds (i.e., existing bank accounts) and/or third-party funding;
  - ii. Evaluation of the degree of medical student attendance;
  - iii. Demonstrated successful use of previous IG funding;
  - iv. Number of planned events;
  - v. Funds estimated to be necessary for planned events (based on size of planned events, as well as expected attendance);
  - vi. Practicality of budget request;
  - vii. Total available funds for that period.
- b. Funding will be allocated based on IG categories:
  - i. The same funding criteria will be applied to all IGs that fall within the same category, as defined in SECTION 3.
  - ii. Funding for Medical Interest Groups is prioritized. All approved Medical Interest Groups deemed by the SIGC to require funding will be funded before Community and Social Interest Groups.

- iii. Following the allocation of funding to Medical Interest Groups, allocation to Community and Social Interest Groups can be made at the discretion of the SIGC.
- iv. As funds vary from year to year, approval of official IG status by Community and Social Interest groups does not guarantee funding from the DMSS.
- c. Following funding allocation, the SIGC will make the full list of IGs that were funded and the amount they received available to all IG Executives.

#### **5.4 General Principles**

- a. Outside of Lifestyles Nights, DMSS funding for food for IG events will not be allocated in lieu of opportunities to fund practical learning experiences.
- b. Generally, gifts for speakers are not approved. Speaker gifts may be submitted in budget requests, but will only be considered should there be sufficient total available IG funds for that period.
  - i. This is distinct from Lifestyles Nights (see SECTION 5.5.f)
- c. Funds approved, in principle, for a student group, but not utilized by that group will NOT be carried over multiple years for that group.

#### **5.5 Lifestyles in Medicine Nights**

- a. Funding for Lifestyles in Medicine Nights will be distributed by the Dalhousie Medicine Office of Student Affairs through the DMSS. Allocation towards Lifestyles in Medicine Nights is governed independently at DMNS and DMNB.
- b. Funds will only be available to official Medical IGs that represent a medical specialty or medical specialties.
- c. Interest to obtain funding for a Lifestyles in Medicine Night must be indicated in the IG application (whether the IG be New or Returning).
- d. Only one Lifestyles in Medicine Night will be granted to each relevant IG per funding year.
- e. Money available from the Dalhousie Medicine Office of Student Affairs will then be split evenly among each Medical IG that indicates their intent to obtain Lifestyles in Medicine Night funding.
- f. It is customary for IGs to thank their guests for taking the time to attend Lifestyles in Medicine Nights. Gifts will be provided to the IG from the DMSS. Please contact the VP Internal (DMNS) or VP DMNB (DMNB) at least one week (1) prior to your event, with requested number of gifts.
- g. *Note:* for Lifestyles in Medicine Nights at DMNB, IGs are required to complete the “DMSS-NB Project Reimbursement Form”, outlining the number of participants that attended, a quick description of the event, and the receipts for their purchases. This is in addition to completing the DMSS Request for Reimbursement form.



### **5.6 Reimbursement**

- a. Receipts must be submitted to either the DMSS VP Finance (DMNS) or DMNB Treasurer (DMNB) by funding request deadlines of December 1<sup>st</sup>, March 1<sup>st</sup> and June 1<sup>st</sup>.
- b. Requirements for reimbursement:
  - i. Original, itemized receipt
  - ii. Completed DMSS Request for Reimbursement Form for their respective campus.
- c. Money will NOT be transferred in advance of any proposed event.

## **SECTION 6: INTEREST GROUP EXECUTIVES**

### **6.1 IG Executive Responsibilities**

- a. In addition to duties outlined above including, but not limited to, forming or renewing IGs and reporting relevant to both, Executives have the following responsibilities:
  - i. Attend (or delegate another student to attend) the IG Night in early September (to occur by September 15th annually);
  - ii. Attend (or delegate another student to attend) the IG Executives' Roundtable.
    1. The meeting will discuss IG funding sources, funding allocation, the funding application process, budgeting and scheduling for Interest Group events.
  - iii. At DMNS only: Attend (or delegate another student to attend) the Dalhousie Medical Alumni Gala Dinner (held in the Fall of each year)
  - iv. Outgoing Executives must prepare an end-of-year handover report to the Incoming Executives and DMSS VP Communications including:
    1. Final budget for previous year
    2. Summary of events
    3. Contacts of key stakeholders for the IG

### **6.2 IG Executive Appointment**

- a. For Medical Interest Groups (see SECTION 3 for description)
  - i. Outgoing Executives must notify the VP Internal (for DMNS) or VP DMNB (for DMNB) of Executive vacancies in their interest group by the end of March.
  - ii. All Executive positions are considered vacant after Executives serve a 1-year term
  - iii. Application:
    1. Following the conclusion of the Spring DMSS elections, a single application will be made available to eligible students by the VP Internal or VP DMNB to apply for all vacant IG Executive positions.
    2. The application period will remain open for five (5) days.

3. The applications will be anonymized and distributed to the outgoing Executives by the VP Internal or VP DMNB for selection of new Executives.
  4. The outgoing Executives will have 72 hours to inform the VP Internal or VP DMNB of their selected replacements.
  5. VP Internal or VP DMNB will communicate results to successful applicants.
- iii. No student will be permitted to serve as Executive for more than three (3) Medical Interest Groups.
    1. If a student is selected to lead more than three Medical Interest Groups, the VP Internal or VP DMNB will inform the relevant student and seek their preference. They will then ask the outgoing Executives for the other IGs to select new a replacement.
- b. For Community and Social Interest Groups (see SECTION 3 for description)
    - i. Outgoing Executives must advertise their leadership positions for at least two (2) weeks prior to selecting the incoming Executive.
    - ii. Outgoing Executives must choose the Incoming Executives in the most democratic way possible:
      1. Complaints arising from these procedures may be addressed to the SIGC;
      2. If the complaint is found to have merit, the SIGC will then choose who the Incoming Executives for the IG in question will be.