

DMSS Terms of Reference:
Council Members' Roles & Responsibilities

Revised March 14th, 2024

SECTION 1: OVERVIEW OF SOCIETY ORGANIZATION & STRUCTURE

DMSS *Executive* members of the Society shall consist of the following and are required to attend council meetings:

- a. President
- b. Past-President (if applicable)
- c. Vice-President – Medical Education (VP Med. Ed.)
- d. Vice-President – Internal Affairs DMNS (VP Internal NS)
- e. Vice-President – Internal Affairs DMNB (VP Internal NB)
- f. Vice-President – External Affairs (VP External)
- g. Vice-President – Communications (VP Communications)
- h. Vice-President – Finance (VP Finance)
- i. Vice-President – Equity, Diversity, and Inclusion (VP EDI)

DMSS *Council* members of the Society shall consist of the following voting members and are required to attend council meetings:

- a. The DMSS Executive (9)
- b. Co-Presidents of the Med 1-4 classes (8; 1 DMNB and 1 DMNS for each class)

DMSS *Advisory* members of the Society shall consist of the following non-voting members and are not required to attend council meetings:

- a. DMSS Chairperson (1; required to attend council meetings by virtue of their role)
- b. IT Officer (1)
- c. NS Lounge Manager (1)
- d. Global Health Liaisons (GHL) Seniors (2; 1 DMNB and 1 DMNS) and Juniors (2; 1 DMNB and 1 DMNS)
- e. College of Physicians and Surgeons Nova Scotia Representative (1)
- f. Doctors of Nova Scotia Representative (1)
- g. Medical Society of Prince Edward Island Representative (1)
- h. Dalhousie Medical Journal Representative (1)
- i. Everest Day Co-Chairs Srs. (3; 1 DMNB and 2 DMNS) and Jrs. (3; 1 DMNB and 2 DMNS)
- j. Sports & Wellness Representatives (2; 1 DMNB and 1 DMNS)
- k. New Brunswick External Liaison (1)
- l. Government Affairs and Advocacy Liaisons (GAACs) Srs. (2; 1 DMNB and 1 DMNS) and Jrs. (2; 1 DMNB and 1 DMNS)
- m. Humanities Representatives (2; 1 DMNB and 1 DMNS)
- n. Dalhousie Student Union Representative (1)

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

Term

- a. All Executive Member Terms are to be 1 year in length, beginning and ending with the DMSS Annual General Meeting.
- b. After their term has ended shall be available for questions and support to incoming executives.

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 following DMSS modified Robert's Rules of Order, where the Chairperson is responsible for final interpretation.
- c. Shall act as intermediary between the DMSS and the Faculty of Medicine.
- d. Shall attend meetings of all Faculty committees to which they are duly appointed (includes the Faculty Council Committee and 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 be the representative of DMSS at the CFMS President's Round Table.
- j. Shall represent the DMNS to the Canadian Atlantic Medical Student Association Annual General Meeting
- k. Shall be a signing officer for the bank account of the DMSS.
- l. Shall ratify the DMSS with the Dalhousie Student Union by July 1st annually.
- m. Shall organize an annual DMSS retreat to be held in the summer months/early in their term. 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 as set out in the Terms of Reference: Awards
- n. Shall be a DMSS representative on all relevant committees external to Dalhousie University (Nova Scotia Health Authority, Provincial Departments of Health, etc.).
 - o. Shall hold a key to the DMSS office and DMSS storage room.
 - p. Shall execute any additional duties as directed by the DMSS Council.
 - q. Shall liaise with Orientation Week Committee regularly through meetings and regular communications throughout the planning process. There should be communication at minimum every two weeks throughout the academic year and every week throughout the summer leading up to O-Week.

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" Awards to the recipients in the Graduating Class during the Graduation Gala. If the Past-President is a member of the graduating class and has been nominated for the award, the President shall present the awards in their 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 be an ex-officio non-voting member of the Undergraduate Medical Education Curriculum Committee.
- i. Shall be appointed proxy voter in the event any of the Outgoing President, Vice President External, Vice President Equity, Diversity and Inclusion cannot attend the virtual CFMS Spring General Election.
- j. Shall liaise with Orientation Week Committee regularly through meetings and regular communications throughout the planning process. There should be communication at minimum every two weeks throughout the academic year and every week throughout the summer leading up to O-Week.
- k. 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.

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 DMSS and class education committees in addressing matters of education.

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- 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), Preclerkship Committee, Clerkship Committee, and all other Faculty committees to which they are duly appointed.
- f. Shall maintain regular contact with and receive report from:
 - i. Class Curriculum Representatives by ensuring they attend or find appropriate coverage for the committees to which they are duly appointed. Shall coordinate the efforts of the Med 1, Med 2, and Med 3 Curriculum Representatives by collecting reports from current Representatives and ensuring reports are forwarded to incoming Representatives.
 - ii. RIM Representatives
- g. Shall chair the Medical Education Working Group (see DMSS Terms of Reference: Standing Committees).
- h. Shall attend meetings and to the duties of all CFMS committees to which they have been duly appointed, including the CFMS Academic Roundtable.

Vice-President Internal Affairs NS (VPI NS)

- 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 DMNS Social Committee (see DMSS Terms of Reference: Standing Committees), shall assume overall responsibility for all aspects of DMSS-led social activities in Nova Scotia.
- c. Shall assume the co-lead role (with VP Internal NB) for the Annual *EUPHORIA!* Variety Show, the Annual DMSS Medical Banquet and Ball (Med Ball).
- d. Shall chair the DMNS Student Interest Group Committee and be a member of the DMNS Student Interest Group Committee (see DMSS Terms of Reference: Standing Committees).
- e. Shall have the cost of their Med Ball ticket covered by the DMSS.
- f. Shall co-select a *EUPHORIA!* Charity following DMSS Terms of Reference: *EUPHORIA!* Charity Selection with VPI NB.
- g. Shall co-initiate and oversee fundraising efforts by each class with VPI NB.
- h. Shall, together with VPI NB, 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.
- i. Shall co-advertise and provide access to recordings of the *EUPHORIA!* variety show with VPI NB.
- j. Shall assume responsibility for Nova Scotia equipment purchases as necessary.
- k. Shall organize the Nova Scotia Interest Group Night in the fall by September 15th (see DMSS Terms of Reference: Interest Groups).
- l. Shall be a signing officer for the bank account of the DMSS.

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- m. Shall be responsible for the management of external accounts or financial operations relating to events, as directed by the VP Finance or President.
- n. Shall hold a key to the DMSS office and storage room.
- o. Shall maintain regular contact with and receive report from:
 - i. Lounge Manager
- p. Shall act as a resource to the DMSS Sports and Wellness Representative with Wellness Week.

Vice-President Internal Affairs DMNB (VPI NB)

- a. Shall chair the DMNB Student Interest Group Committee and be a member of the DMNS Student Interest Group Committee (see DMSS Terms of Reference: Standing Committees).
- b. As chairperson of the DMNB Social Committee (see DMSS Terms of Reference: Standing Committees), shall assume overall responsibility for all aspects of DMSS-led social activities in New Brunswick.
- c. Shall assume the co-lead role (with VP Internal NS) for the Annual EUPHORIA! Variety Show, the Annual DMSS Medical Banquet and Ball (Med Ball),
- d. Shall be responsible for any student organization involved in recurring DMNB events such as the First Light Ceremony.
- e. Shall be responsible, with input from the VP Finance, for coordination of any large purchases or facilities alterations on the DMNB campus.
- f. Shall be signing officer for the bank account of the DMSS.
- g. Shall have the cost of their Med Ball ticket covered by the DMSS.
- h. Shall co-select a *EUPHORIA!* Charity following DMSS Terms of Reference:
- i. Euphoria Charity Selection with VPI NS.
- j. Shall co-initiate and oversee fundraising efforts by each class with VPI NS
- k. Shall, together with VP Internal NS, VP Finance, VP Communications, determine DMSS fundraising goals for the DMSS Council with the aim of establishing strategic sponsorship agreements with third-party organizations.
- l. Shall co-advertise and provide access to recordings of the *EUPHORIA!* variety show with VPI NS.
- m. Shall assume responsibility for New Brunswick equipment purchases as necessary.
- n. Shall organize the New Brunswick Interest Group Night in the fall by September 15th (see DMSS Terms of Reference: Interest Groups).
- o. Shall be responsible for the management of external accounts or financial operations relating to events, as directed by the VP Finance or President.
- p. Shall act as a resource to the DMSS Sports and Wellness Representative with Wellness Week.
- q. Shall manage and oversee the use of lounge technology, including A/V equipment and speakers.
- r. Shall be responsible for coordination of transportation to the Med Ball, EUPHORIA!, and other events in DMNS.

- t. Shall be responsible for the student lounge at DMNB, including its upkeep and improvements.

Vice-President External

- a. Shall act as primary CFMS Representative of the DMSS when such representation is deemed necessary, report on it monthly at DMSS Council meetings, and liaise with the CFMS Atlantic Regional Director.
- b. Shall attend meetings and to the duties of all CFMS committees to which they have been duly appointed.
- c. Shall represent the DMSS at the Canadian Atlantic Medical Student Association (CAMSA) as the Dalhousie Medicine Nova Scotia regional representative.
- d. Shall be the DMSS liaison officer for any other external agency with whom the Executive Council may deem appropriate.
- e. Shall attend meetings of all DMSS or Faculty committees to which they have been appointed, including but not limited to, the Global Affairs and Advocacy Committee
- f. Shall maintain regular contact with and receive report from:
 - i. Representatives to Doctors NS, College of Physicians and Surgeons NS, and the Medical Society of PEI
 - ii. Government Affairs and Advocacy Representatives (Sr.)
 - iii. CoAMS Representatives
- g. 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 V of the DMSS Constitution.
- h. Shall facilitate the advertising and sale of medical resources to members of the DMSS, as directed by the DMSS Council.
- i. Shall attend meetings of all Faculty committees to which they are 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 voting DMSS members, before being uploaded to the DMSS website.
- 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 has been sent by the Chairperson to the DMSS membership at least 48 hours in advance.

- f. Shall always keep available a revised and up-to-date copy of the Constitution and Terms of Reference documents of the DMSS.
- g. Shall be responsible for the yearly sale of lab coats and name tags.
- h. Shall be the DMSS Representative responsible for Medical Student Lounge Bookings.
- i. Shall oversee the DMSS NS and NB Events Calendar and related virtual conference applications.
- j. Shall manage DMSS NB social media accounts, where appropriate.
- k. Shall hold a key to the DMSS office, 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.
- l. Shall oversee transition manuals.
- m. Shall maintain regular contact with and receive report from:
 - i. DMSS IT Officer for updating and managing the DMSS website
 - ii. DSU Representative
 - iii. Orientation week:
 - 1. Ensure they communicate with VP Internal and Orientation Week committee about sponsorship packages and offers during Orientation Week.
 - iv. EUPHORIA!
 - 1. Contact previous donors for *EUPHORIA!* sponsorship and provide appropriate information set by VP Internal.
 - 2. Work with VPI NS/NB, VP Finance, and DMAA to ensure that funds are given to the charities.
- n. Shall notify DSU of newly elected DSU Rep by May 1st.
- o. Shall be responsible for contacting repeat and new sponsors annually.
- p. Shall update and draft sponsorship contracts regularly.
- q. Shall organize all the presentations from the sponsors
 - i. Scheduling, student attendance, confirm orders (food or otherwise), room booking.
- r. Shall keep attendance at the monthly DMSS meetings and notify the DMSS President if a DMSS Council member misses 2 meetings without notice.
- s. Shall maintain document containing contact information and previous contracts.

Vice-President Finance

- a. Shall oversee the finances of the DMSS.
- b. Outgoing and incoming VP Finances shall cooperate on preparing the year end accounting.
- c. 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.
- d. Shall be able to produce a statement on request of Council or General Meeting, showing the assets, liabilities, and financial condition of the DMSS. Shall present this statement at each DMSS Council Meeting.

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- e. Shall see that all expenditures have been duly authorized per Article IX and X and are substantiated by proper itemized vouchers.
- f. Shall ensure that all money that comes into their hands for the account of DMSS is deposited in the name of the DMSS.
- g. Shall ensure that all money coming from the DMNB Administration for special projects budgets, or other campus-specific expenditures allows for local control of this spending.
- h. Shall attend to the payment of all accounts less than sixty (60) days after authorization.
- i. Shall distribute reimbursements to students less than one (1) month after cheques or e-transfers are signed.
- j. Shall submit their books for audit during their term of office to the DSU Vice President Finance and Operations. The auditor's statement shall be made available to any medical student on request.
- k. 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 at the AGM.
- l. Shall chair the DMSS Budget Committee (see DMSS Terms of Reference: Standing Committees).
- m. With the input of the DMSS Executive and DMSS Budget Committee, shall prepare and submit a proposed budget for the current DMSS year by August 1st of the year, to be approved by DMSS Council by September 30th annually.
- n. Shall be responsible for the rental and distribution of lockers to all students on behalf of the DMSS by September 15 of each year.
- o. Shall hold a key to the DMSS office, as well as the key for the DMSS mailbox and 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 and VP Communications, 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.

Vice-President Equity, Diversity, and Inclusion

- a. Shall represent the interests of Dalhousie medical students as they pertain to issues of diversity and inclusiveness.
- b. Shall advocate for and represent Dalhousie medical students from underrepresented populations.
- c. Shall co-chair the Student Diversity and Inclusion Committee.
- d. Shall aid in the design and implementation of SDIC events that are respectful and inclusive for a wide range of students.
- e. Shall hold a revised and up-to-date copy of the Charter of the Dalhousie Medical Student Diversity and Inclusion Committee.

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- f. Shall uphold and promote the Charter of the Dalhousie Medical Student Diversity and Inclusion Committee.
- g. Shall distribute the Charter of the Dalhousie Medical Student Diversity and Inclusion Committee to the incoming ~~Student Diversity and Inclusion Liaison~~ VP Equity, Diversity, and Inclusion.
- h. Shall be (collaboratively with Student Diversity & Inclusion Committee Co-Chair & Med 1 representative) the point of contact regarding any issues related to maintenance, use, or functioning of the wellness room.
- i. 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 between September 1st and October 15th of each year.
- j. Shall communicate initiatives and proposals adopted by the Student Diversity and Inclusion Committee to the DMSS.
- k. Shall maintain regular contact with and receive report from:
 - i. Global Health Liaison Seniors (DMNB and DMNS)
 - ii. Government Affairs and Advocacy Representatives Sr (DMNS and DMNB)
- l. Shall represent the Student Diversity and Inclusion Committee & DMSS on the Social Accountability Committee (SAC).
- m. Shall represent the DMSS on the Canadian Federation of Medical Students (CFMS) EDI Committee and shall participate in monthly conference calls of this group.

Council members of the society (voting members)

The aforementioned DMSS Executive members (9)

- a. Shall each hold one (1) vote at DMSS Council Meetings.

Class Co-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 Med1-4 Co-Presidents shall share one (1) vote each at the DMSS Council Meetings.
- d. The Med1-4 Co-Presidents may serve as student representatives on the Progress Committee.
- e. Shall fulfill all other duties as outlined in SECTION 3: Duties of the Class Council.

Advisory members of the society (non-voting members)**DMSS Chairperson**

- a. Shall be appointed each year during the Spring General Elections by the outgoing DMSS Executive Council.
- b. Shall organize and chair DMSS Meetings, both monthly and General Meetings, in accordance with DMSS modified Robert's Rules of Order where the Chairperson is responsible for final interpretation.
 - 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 note the completion of officer reports and notify the President of consecutively missed reports.
 - v. Shall invite the student body with a minimum of one (1) week of notice before meeting.
 - vi. Shall remind all students that additions to the agenda can be made up until three (3) days before a meeting.
 - vii. Shall finalize and have meeting agendas approved by the DMSS President two (2) days in advance of a meeting.
 - viii. Shall distribute meeting agendas to the student body at least forty-eight (48) hours before meeting.
 - ix. Shall coordinate with the DMSS VPI NB to organize for food for both campuses. V
- c. Shall review all Officer Reports monthly and ensure timely completion, monitoring for items that should be brought forward to Council by verbal or a more in-depth written report by the Officer who submitted the report.
 - i. Shall coordinate with Officers to present at a monthly DMSS Meeting to allow for any pertinent updates from their role that they deem necessary.
- d. The Chairperson shall not vote but shall have a Casting vote (a vote cast in the event of a tie)

Dalhousie Student Union (DSU) Representative

- a. Shall represent the DMSS on Dalhousie Student Union.
- b. Shall hold one (1) vote at DMSS Council Meetings.
- c. Shall attend bi-weekly DSU Council meetings.
- d. Shall attend the DSU Senate Caucus meetings
- e. Shall report to the DMSS on all matters concerning the DSU.

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- f. 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
- g. Shall seek input from DMSS members to inform their actions on DSU Councilor voting decisions that impact members.
- h. Shall meet with DSU executive members on an as-needed basis to relay concerns of members of the DMSS to the DSU.
- i. Shall appoint an alternate to attend DSU meetings if he or she cannot attend.
- j. Shall act as the Dalhousie University Senate Student Representative for Faculty of Medicine.
- k. Shall report to the DMSS on all matters concerning the Senate Committee.
- l. Shall seek input from DMSS members to inform their actions on the Senate Committee.
- m. Shall communicate with DMSS members about Senate Committee decisions and actions as needed.
- n. Shall submit monthly Officer Reports to the Chairperson.
- o. Shall coordinate with the Chairperson to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chairperson or other Executive.

DMNS Sports & Wellness Representative

- a. Shall be elected by students of DMNS
- b. Shall share one (1) vote with the DMNB Sports and Wellness Rep for DMSS Council Meetings.
- c. Shall plan and coordinate the athletic program for members of the DMSS, including the purchase of intramural apparel.
- d. Shall represent DMSS in Dalhousie Intramural Sports meetings, should a meeting with need for DMSS representation arise.
- e. Shall be responsible for the equipment necessary for the maintenance of the athletic program, including any DMSS-owned sports equipment.
- f. 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.
- 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 organizing the selection of the DMNS Outstanding Intramural Athlete of the Year Award (two students). This award shall be presented by the Sports Representative at the Annual DMSS Med Ball and Banquet.
- i. Shall, with the DMNB Sports and Wellness Representative, coordinate the organization and participation in national sports events such as Med Games in Quebec each year. They shall ensure they are on the annual Facebook page that is created, typically entitled "Medgames 20XX" by October 15.
- j. Shall be subsidized, at least in part, to attend Med Games in Quebec each year.

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- k. 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.
- l. Shall, in collaboration with the DMNB Sports and Wellness Representative, be responsible for the discretionary spending of the Class of '83 Wellness Week fund.
- m. Shall attend and participate in monthly Wellness Meetings with Student Affairs and SAWLs.
- n. Shall support SAWLs at DMNS on wellness-related activities.
- o. Shall coordinate the efforts of the Everest Day Representatives (NS)
- p. Shall participate in the Canadian Federation of Medical Students - Longitudinal Wellness Initiative (CFMS-LWI) as the representative for Dalhousie University.
- p. Shall submit monthly Officer Reports to the Chairperson.
- q. Shall coordinate with the Chairperson to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chairperson or other Executive.
- r. Shall be required to provide a formal (written and/or verbal) report on Wellness Week and Med Games at DMSS meetings

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 with the DMNS Sports and Wellness Representative, coordinate the organization and participation in national sports events such as Med Games in Quebec each year. They shall ensure they are on the annual Facebook page that is created, typically entitled "Medgames 20XX" by October 15.
- j. Shall be subsidized, at least in part, to attend Med Games in Quebec each year.
- k. 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.
- l. Shall, in collaboration with the DMNS Sports and Wellness Representative, be responsible for the discretionary spending of the Class of '83 Wellness Week fund.

- m. Shall coordinate the efforts of the Everest Day Representatives (NB)
- n. Shall support SAWLs at DMNB on wellness-related activities.
- o. Shall select two recipients of the DMNB Outstanding Intramural Participation Award.
- p. Shall participate in the Canadian Federation of Medical Students - Longitudinal Wellness Initiative (CFMS-LWI) as the representative for Dalhousie University.
- q. Shall attend and participate in monthly Wellness Meetings with Student Affairs and SAWLs.
- r. Shall submit monthly Officer Reports to the Chair.
- s. Shall coordinate with the Chair to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chairperson or other Executive.
- t. Shall be required to provide a formal (written and/or verbal) report on Wellness Week and Med Games at DMSS meetings

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 New Brunswick Medical Society and SJMS, filling roles of the NB Medical Society representative.
- d. Shall liaise with 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. 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.
- g. Shall be the DMSS-NB liaison officer for any other external agency with whom the DMSS-NB council may deem it appropriate to associate.
- h. Shall attend meetings of all Faculty committees to which they are duly appointed.
- i. Shall work with the CFMS Political Advocacy Committee Representative and the Global Affairs and Advocacy Representative (Sr) on all lobbying and advocacy efforts in New Brunswick and nationally.
- j. Shall be a member of the Social Committee
- k. Shall represent the DMSS at the Canadian Atlantic Medical Student Association (CAMSA) as the Dalhousie Medicine New Brunswick regional representative.
- l. Shall represent the students of DMNB, when required, in meetings of the UNBSJ Students Representative Council (SRC). (MOVE to External Liaison – consider removing)
- m. Shall submit monthly Officer Reports to the Chairperson.
- n. Shall coordinate with the Chairperson to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chairperson or other Executive.

DMNS Humanities Representative

- a. Shall share one (1) vote, together with DMNB Humanities Representative, at DMSS Council Meetings.
- b. Shall identify gaps in Humanities opportunities and exposure for students and coordinate events or groups to fill these gaps.
- c. Shall act as a liaison between the Director of the Humanities Program, the students at DMNS, and the DMSS.
- d. Shall advocate for and represent the Humanities Program to the DMSS members and Executive.
- e. co-Chair Humanities Days with DMNB Humanities Rep and the Humanities Director.
- f. Shall maintain student awareness of the benefits of the Humanities program.
- g. Shall publicize, within the student body, Humanities events and the curriculum.
- h. Shall submit monthly Officer Reports to the Chairperson.
- i. Shall coordinate with the Chairperson to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chairperson or other Executive.

DMNB Humanities Representative

- a. Shall share one (1) vote, together with DMNS Humanities Representative, at DMSS Council Meetings.
- b. Shall identify gaps in Humanities opportunities and exposure for students and coordinate events or groups to fill these gaps.
- c. Shall act as a liaison between the Director of the Humanities Program, the students at DMNB, and the DMSS.
- d. Shall advocate for and represent the Humanities Program to the DMSS members and Executive.
- e. Shall establish, in collaboration with the DMNB Treasurer, an official DMSS-NB Humanities budget and be responsible for the discretionary spending of these funds.
- f. Shall co-chair Humanities Days with DMNS Humanities Rep and the Humanities Director.
- g. Shall maintain student awareness of the benefits of the Humanities program.
- h. Shall publicize, within the student body, Humanities events and the curriculum.
- i. Shall submit monthly Officer Reports to the Chairperson.
- j. Shall coordinate with the Chairperson to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chairperson or other Executive.

Global Health Liaison Senior (GHL Sr.; 1 NS, 1 NB)

- a. Shall represent the global health interest of Dalhousie Medical students locally and within the CFMS-Global Health Program (GHP).
 - b. i. See CFMS Terms of Reference: Global Health.
- c. Shall be responsible for raising awareness of global health issues locally, nationally, and internationally.
- d. Shall be responsible for providing students with information about opportunities in global health, locally, nationally, and internationally.
- e. Shall Chair the Dalhousie Global Health Initiative (GHI).
- 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., following a vote of confidence.
- 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.
- i. Shall submit monthly Officer Reports to the Chairperson.

- j. Shall coordinate with the Chairperson to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chairperson or other Executive
- k. Shall be required to provide a formal (written and/or verbal) report on progress within the role at the January DMSS Council meeting and the AGM.

DMSS Information Technology (IT) Officer

- a. Shall be appointed each year during the Spring General Elections by the outgoing DMSS Executive Council.
- b. Shall be responsible for maintenance and management of the DMSS website, including the New Brunswick aspects of the 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.
- e. Shall submit monthly Officer Reports to the Chair.
- f. Shall coordinate with the Chairperson to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chairperson or other Executive.

DMSS Lounge Manager

- a. Shall be a DMNS Med 1 student appointed during the Spring General Elections by the outgoing DMSS Executive Council.
- b. Shall be an advisory member of the DMSS Council.
- c. Shall be a member of the Social Committee.
- d. Shall fulfill their duties until one month following the appointment of their successor in the subsequent year.
- 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 for all applicable social functions.
 - i. Note: Liquor license requests will not be accepted unless submitted 20 calendar days in advance.
- h. Shall hold a key to the DMSS storage room and barbecue storage room.
- i. Shall work with Interest Groups to store their items in the DMSS storage room meanwhile ensuring access to those items.
- j. Shall be responsible for maintenance and upkeep of the DMSS barbecue, stored in the Tupper Basement level 2.
- k. Shall, during August, have the lounge floors waxed, and the fridges cleaned.
- l. 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. New furniture
- m. Shall be directly responsible for maintaining the cleanliness of the lounge monthly, working with Building Services and Custodial Services.
- n. Shall be responsible for ensuring that the contents of the storage room are labelled and organized.
- o. Shall submit monthly Officer Reports to the Chairperson.
- p. Shall coordinate with the Chairperson to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chairperson or other Executive.

Global Health Liaison Junior (Jr.) DMNB/DMNS

- a. Shall be elected during the Med 1 Fall election,
- b. GHL Jr. will become GHL Sr. after serving one academic year as GHL Jr., pending a vote of confidence.
- c. 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 (e.g. 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.
- d. 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.
- e. 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.
- f. Shall submit monthly Officer Reports to the Chairperson.
- g. Shall coordinate with the Chairperson to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chairperson or other Executive.

Government Affairs and Advocacy Committee (GAAC) Senior/Junior (Sr./Jr.)
Representatives (DMNS and DMNB)

- 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. 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 Day of Action in their respective province.
- g. 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 National Day of Action.
- h. 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).
- i. CFMS National Day of Action 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
- j. Shall submit monthly Officer Reports to the Chair.
- k. Shall coordinate with the Chair to present information and updates pertinent to DMSS or the wider student body at a DMSS monthly meeting when deemed necessary or asked to do so by the Chair or other Executive.
- l. Shall be required to provide a formal (written and/or verbal) report to DMSS Council at a Council meeting for the National Day of Action, and the Provincial Day of Action.

Student Representatives to Doctors Nova Scotia and Prince Edward Island (1 student
per province)

- a. Shall be active members of the DMSS Council.
- b. Shall attend or obtain the minutes of all invited 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 VP External.
- e. help plan Provincial Day of Action in their Respective Provinces if applicable.
- f. Any honoraria received as a result of representing the DMSS on any committee will be donated to the DMSS.

Student Representative to College of Physicians and Surgeons of Nova Scotia

- a. Shall be an active member to the DMSS Council.
- b. Shall attend or obtain the minutes of all invited meetings.
- c. Shall be an ex-officio member of the College of Physicians and Surgeons of Nova Scotia.

Everest Day Coordinators

- a. Shall be active members of the DMSS Council.
- 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 (2) 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 Everest Day, and as such, shall liaise with the DMSS Sports and Wellness Representatives.
- f. Shall be responsible for the selection and supervision of the Chairs of the various Everest Day sub-committees.

SECTION 3: DUTIES OF CLASS COUNCIL

Structure/Organization of Class Executive

- a. Co- Presidents (1 NB and 1 NS)
- b. Vice-President (1 NB and 1 NS)
- c. Class Curriculum Representative
- d. Treasurer/Secretary

Structure/Organization of Class Council

Aforementioned class executive

- a. Research in Medicine Representatives (1 NB and 1 NS)
- b. Class Elections Officer
- c. Lounge Representative (Med 1; 1 NB and 1 NS)
- d. Graduation Representatives (1 NB and 1 NS)
- e. Unit Representatives (varies)
- f. Skilled Clinician and PIER Representatives (1 NB and 1 NS)
- g. *EUPHORIA!* Co-Chairs (1 NB and 2 NS)
- h. Service Learning Representatives (1 NB and 1 NS)

Specific Duties of Class Executive

Class Co-Presidents

- a. A Co-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:
 - 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 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 Co-Presidents:
 1. In the event the Med 1 Curriculum Representative cannot attend a Med 1/2 Curriculum Committee meeting, one of the Med 1 Class Co-Presidents shall attend in their place.
 2. Shall attend meetings at least once a month with the pre-clerkship deans.
 3. Shall ensure the preparation of the decorations for the Annual DMSS Med Ball.
 4. Shall ensure the election (via Class Elections Officer) of Ask a Med Student Representatives Co-Chairs and CoAMS representatives by September 30th and Orientation Co-Chairs by February 1st annually.

5. Shall arrange for the selection of the Rock Solid Award (see DMSS Terms of Reference: Awards).
- ii. Med2 Class Co-Presidents:
1. In the event the Med2 Curriculum Representative cannot attend a Med 1/2 Curriculum Committee Meeting, one of the Med2 Class Co-Presidents shall attend in their place.
 2. Shall attend meetings at least once a month with the pre-clerkship deans.
 3. 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).
 4. Shall present the Graham Creighton Award (see DMSS Terms of Reference: Awards) at the Annual DMSS Med Ball.
- iii. Med3 Class Co-Presidents:
1. In the event the Med3 Curriculum Representative cannot attend a Med3/4 Curriculum Meeting, one of the Med3 Co-Presidents shall attend in their place.
 2. Shall attend meetings at least once a month with the clerkship deans.

3. 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).
- iv. Med4 Class Co-Presidents:
 1. In the event the Med4 Curriculum Representative cannot attend a Med3/4 Curriculum Meeting, one of the Med4 Co-Presidents shall attend in their place.
 2. Shall attend meetings at least once a month with the clerkship deans.
 3. Shall assign and oversee fundraising by the Med4 Class Council and budget for grad week
 1. Lunch & Learns during PIER IV
 2. Departmental Donations
 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.
- 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 (DMNB & DMNS) a.

General:

- i. A Vice-President shall be elected for both the DMNB and DMNS 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 organizing and executing all 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).
 5. If the class chooses, the VP is in charge of creating a class yearbook or selecting a designate.
- b. Specific:
- i. Med1 Class Vice-Presidents
 1. Shall oversee annual sale of DMSS clothing
 - 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 coordinate 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.
 3. Shall oversee activities pertaining to clerk wellness and the Dalhousie Medicine Class of '83 on behalf of the DMSS in coordination with Med 4 class councils and VP Finance.
 - iv. Med4 Class Vice-Presidents
 1. Liaise with Class Graduation Representatives to aid in organizing Grad week.
 2. Arrange the Med4 Class Grad Trip.
 3. Arrange the photographer sessions for graduation photos.
 4. Coordinate and execute Match Day celebrations
 5. Shall oversee activities pertaining to clerk wellness and the Dalhousie Medicine Class of '83 on behalf of the DMSS in coordination with Med 3 class councils.

Class Curriculum Representative

- a. Shall be a student of DMNB or DMNS.
- b. The class curriculum representative will be elected in Med 1. Interested candidates must meet with the VP Medical Education prior to the election.
- c. Shall attend meetings of all Faculty and student committees to which they are duly appointed. The curriculum representative shall have voting member status on the UMECC.
- d. 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.

Terms of Reference for the Dalhousie Medical Students' Society	2023-24
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- e. Shall gather feedback from their respective classes to present at Medical Education Working Groups and discuss these regularly with the DMSS VP Medical Education.
- f. Shall coordinate the efforts of the Med 1, Med 2, and Med 3 Unit Representatives by collecting reports from current Representatives and ensuring reports are forwarded to incoming Representatives.
- g. Shall be the student representative to the ~~Med 1/2 and Med 3/4~~ Preclerkship and Clerkship Curriculum

Committees for their respective classes, and to 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. Shall be a student of the DMNS or DMNB campus.
- b. Shall represent the Class at functions that are the responsibility of the Class Co-Presidents and Vice-Presidents in the event the Co-Presidents or Vice Presidents cannot attend.
- c. Shall be the voting member of the Class at DMSS meetings in the event the Class President and Vice-Presidents cannot attend the DMSS meeting.
- d. Shall take minutes as required at Class Executive meetings.
- e. Shall be responsible for the financial business of the class:
 - i. Shall send invoice for and deposit DMSS Class grant in Class bank account.
 - ii. Shall aid in collecting Class funds (photographs, parties, medical equipment, etc.).
 - iii. 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 NB and 1 NS)

- 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 pending a vote of confidence.
- 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:

Terms of Reference for the Dalhousie Medical Students' Society	2023-24
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- i. Shall be the direct student affiliate with the Research in Medicine Office.
- ii. Shall report directly to the DMSS VP Medical Education and shall be responsible for other activities as the DMSS VP Medical Education deems appropriate.
- iii. 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 all class Council elections and have the ability to apply for a modification of the DMSS Elections timeline in the constitution to suit the class election timeline.
- e. Shall run the Ask a Med Student and Orientation Week Committee elections in Med1.

Class Lounge Representatives (2 Med 1 students; 1 NB and 1 NS)

- a. Shall report to the DMSS Lounge Manager. The DMSS Lounge Manager shall be the direct supervisor.
- b. Shall serve a one (1) year term
- c. Shall familiarize themselves with the Lounge Representative manual prepared by the DMSS VP Internal and the DMSS Lounge Manager.
- 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. Along with event organizers, shall be responsible for clean-up after parties.
- f. Shall be a member of the Social Committee.

Graduation Representatives (1 NB and 1 NS)

- a. General:
 - i. Two (2) or more graduation representatives will be elected during the Med2 Class Spring Elections for a two (2) year term from their Med3 to their Med4 year. The graduation representatives can work in conjunction with the DMAA. Shall work closely with the graduation representatives of the preceding year to facilitate activity planning.
- b. Specific:
 - i. Med3:
 - 1. Shall meet with previous reps to discuss the 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 the 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):
 - Master of Ceremonies (MC) of Grad Gala
 - Silver Shovel Award
 - Resident Teaching Award
 - 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):
 - Shall organize all activities for grad week.
 5. Convocation: (Student Affairs Office does most of planning):
 - Shall communicate with the graduating class regarding details of the day (*e.g.* about getting tickets and details for when and where to meet and day's activities).
 - 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:
 - Shall, in association with Grad Gala venue staff, select the menu for the event.
 - Shall set the ticket price to the event in conjunction with the Student Affairs Office.
 - Shall be responsible for decorating the Grad Gala venue.
 - Shall communicate with the graduating class regarding Grad Gala date and purchasing tickets.

Unit Representatives - Med 1 and Med 2

- 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 and PIER Representative (1 NB and 1 NS, Med 1-4):

- 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.
- d. Pre-clerkship representatives shall liaise with each other to conduct the student led mock OSCE
- e. Clerkship representatives shall liaise with each other to conduct the student led mock OSCE
- f. 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.
- g. 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.
- h. 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. Shall be the student representative for the PIER blocks in Med3 and Med4.
- i. Shall be the student representative to the Interprofessional Education Committee.

Unit Representatives - Med 3

- 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 the department's Undergraduate Committee to the benefit of current and future clerks.
- f. 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 (1 NB and 2 NS)

- 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's Euphoria! skit for that year.

- d. Shall be responsible for the class's fundraising efforts for the Euphoria! charity 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 the 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.

Service Learning Representatives (1 NB and 1 NS, Med 1-2)

- a. Shall be elected in Med 1 by a class vote for a two (2)-year position beginning in Med 1 and ending in Med 2.
- b. Shall be two representatives, one from each of DMNS and DMNB.
- c. Shall be the liaisons between the Service Learning Program unit head and the student body for questions, corrections, amendments and feedback on the unit as it proceeds.
- d. Shall be responsible for attending the evaluations to present feedback they have received throughout the unit.
- e. 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.
- f. 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.