

Members

Association of Faculties of Medicine of Canada

Black Physicians of Canada

Canadian Federation of Medical Students

Canadian Medical Association

The Canadian Medical Protective Association

College of Family Physicians of Canada

Fédération médicale étudiante du Québec

Federation of Medical Regulatory Authorities of Canada

Indigenous Physicians Association of Canada

Medical Council of Canada

Resident Doctors of Canada

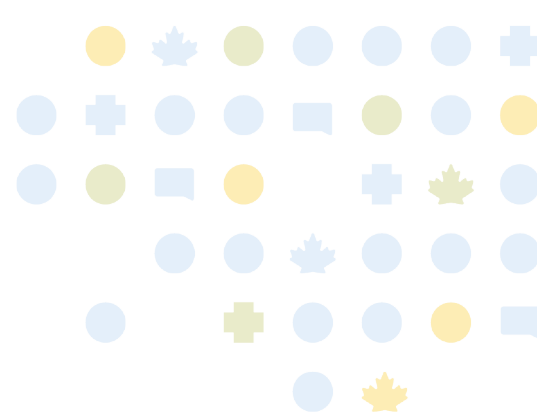
Royal College of Physicians and Surgeons of Canada

Society of Rural Physicians of Canada

Observers

Canadian Forces Health Services Group

HealthCareCAN



Terms of Reference

(Approved June 8th, 2022)

I. PURPOSE

The Canadian Medical Forum brings together leaders of Canada's major national medical organizations to discuss issues of priority to physicians, their patients, and the Canadian health care system.

II. MANDATE

The CMF is a forum for consultation, relationship and consensus building, strategy development and joint action where appropriate. The CMF will not infringe upon the mandates of its individual member organizations.

III. GOALS AND OBJECTIVES

To achieve the mandate of the CMF, the members will:

1. Consult:

- Identify relevant issues and policies of common interest and concern that would benefit from CMF discussion and potential collective action.
- Inform and share perspectives with one another related to the above matters.

2. Build relationships and consensus:

- Foster enhanced understanding and appreciation of one another's organizations and their positions on relevant issues.
- Achieve consensus among the members on cross-cutting issues.

3. Develop strategy:

- Prioritize issues where collective strategies and actions would be beneficial.
- Develop strategies in defined areas.

4. Undertake joint action:

- Implement collective projects, issue joint position statements, carry out other collaborative actions and speak with united voice, where appropriate and required.
- Have an opportunity to review and be signatories on all CMF documents.

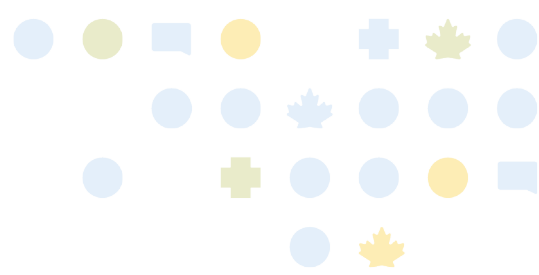
IV. MEMBERSHIP IN CMF

Consideration for membership will be given to organizations or, in the case of public members, to individuals.

Members include:

- Association of the Faculties of Medicine of Canada (AFMC)
- Black Physicians of Canada (BPC)
- Canadian Federation of Medical Students (CFMS)
- Canadian Medical Association (CMA)
- Canadian Medical Protective Association (CMPA)





- College of Family Physicians of Canada (CFPC)
- Federation of Medical Regulatory Authorities of Canada (FMRAC)
- Fédération médicale étudiante du Québec (FMEQ)
- Indigenous Physicians Association of Canada (IPAC)
- Medical Council of Canada (MCC)
- Resident Doctors of Canada (RDoc)
- Royal College of Physicians and Surgeons of Canada (RCPSC)
- Society of Rural Physicians of Canada (SRPC)

Members will attend all meetings, participate in all discussions, review and be signatories on all CMF documents. Each member organization will have one vote.

Observers:

The following organizations currently have observer status:

- Canadian Forces Health Services Group (CFHSC)
- HealthCareCAN (HCC)

Requests to become an observer will be considered on a case-by-case basis and will require the unanimous agreement of the current members.

New Members: The addition of a new member will require the unanimous agreement of the current members.

V. GUESTS

Individuals or organizations may request or be invited to participate in CMF meetings for the purpose of addressing or participating in discussion of a specific agenda item(s). Guest participation must be approved by the Chair or the Chair's delegate. Guests shall be present only for the specified portions of the agenda relevant to them. They will be informed of this in advance.

VI. REPRESENTATION

Each member organization will be represented by its President/Chair of the Board and Executive Director/Chief Executive Officer (ED/CEO). Where an ED/CEO is not appointed, the Past President or President-Elect may accompany the President/Chair of the Board. Organizations may identify a substitute for one or both of these representatives for a given meeting or activity with the advance consent of the CMF Chair.

Organizational representatives will be responsible to report to their parent organizations so that each member organization may review and approve decisions, positions or activities recommended by the CMF.

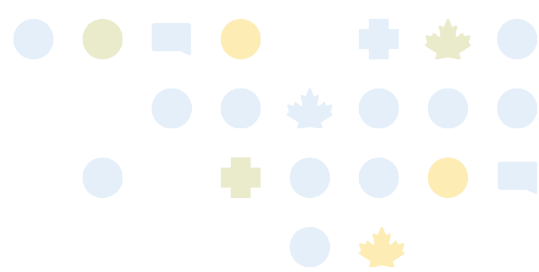
Additional staff or resource people from any member organization – beyond the two official representatives and the core CMF Secretariat - may be invited to attend CMF meetings for specific agenda items or special initiatives, at the discretion of the Chair. As with guests, they should be present only for the defined agenda items.

VII. COMMUNICATION AND DISTRIBUTION OF CMF INFORMATION

Communication and distribution of CMF information to audiences beyond the leaders representing the members at CMF shall respect the following guidelines:

1. **CMF minutes:** may be shared with elected leaders (i.e., Executive, Board) of member organizations.





- 2. CMF draft documents requiring approval from each organization:** may be shared with elected leaders and members of relevant committees or groups within each member organization whose input is required for the member organization to review and approve the document.
- 3. CMF information intended for members of CMF organizations:** shall be disseminated through a CMF communiqué (e.g., Newsletter) in print or electronic form that will be prepared by the CMF secretariat following each CMF meeting or at other times as requested by the CMF members. The content of each communiqué will require the unanimous approval of CMF member organizations. Once approved the communiqué may be made available in various ways, including on the member organizations' websites.
- 4. Submissions to governments or other associations, media releases, public communiqués:** will be issued on behalf of those CMF organizations who have approved the content.

VIII. CMF CHAIR

The CMF Chair can be nominated and elected by the members to serve an initial term of two (2) years, after which the term is renewable once or extended once up to a maximum of two (2) additional years. The process for electing a chair is noted in Appendix A, section 5.

The Chair will attend and preside at each CMF meeting, as well as serve as the prime spokesperson for the CMF between meetings. In the event that the Chair is not available for meetings or other representation, the Chair will designate one of the CMF members to act in their place.

IX. SECRETARIAT

The Secretariat will be housed with the AFMC. The source of secretariat support will be reviewed by the CMF every three years. A part-time CMF coordinator drawn from AFMC support staff will be funded through the CMF budget. A designated AFMC senior staff director will also provide support to the CMF Secretariat, in kind. Other CMF members may be asked to provide additional in-kind senior staff support for CMF activities as required.

The primary function of the CMF Secretariat is to support the core functions of the CMF. Special CMF projects/activities may require staff support (CMF funded and in kind) over and above the Secretariat responsible for carrying out the core functions of the CMF. These projects will require the unanimous approval of CMF members.

X. COMMITTEES

1. Agenda Setting Committee

The Agenda Setting Committee will consist of the CMF Chair and CMF CEOs/Executive Directors (Presidents in the case of CFMS and FMEQ) who will set the agenda for each meeting.

2. Ad hoc Working Groups

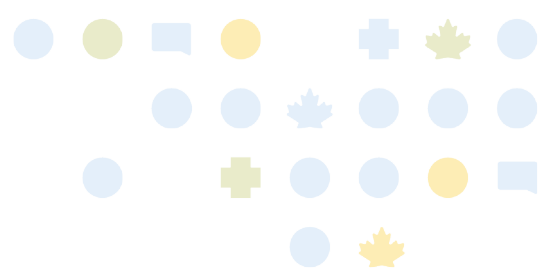
Ad Hoc Working Groups may be defined for special CMF projects/activities. These working groups and the work plan to support them (staff, other resources, budget, and identified lead organization) must be unanimously approved in advance by CMF members.

Ad hoc Working Groups will be supported by the CMF Secretariat and/or specially designated additional staff (see Section IX).

XI. MEETINGS

There will be a minimum of two (2) full day meetings per year, one of which would include CEOs/EDs and President/Chair of the Board, preferably in November/December, or at the call of the Chair.





Meetings will be hosted virtually with one in-person meeting each year.

CMF member organizations that can accommodate the space requirements, may “host” the annual in-person meeting. Costs for “hosting” each meeting will be covered by CMF up to the amount approved (including meal functions, venue costs, AV, virtual meeting platform, etc.) in the CMF annual budget. Costs beyond this will be borne by the “hosting” organization.

Additional virtual CMF CEO/ED meetings may be held as required.

XII. FUNDING

In addition to the in-kind support of all member organizations, the CMF will have its own annual operating budget to cover its core functions. The following CMF expenses will be included in this budget:

- CMF Chair (including honorarium, travel, accommodations and other expenses);
- Secretariat staff (part-time) and operating costs including a subsidy for office space and supplies;
- Meeting costs (i.e., meals, venue costs, AV, virtual meeting platform, etc.);
- Meeting attendance expenses (including travel, accommodations and other expenses) for one CFMS and one FMEQ representative to attend meetings;
- Special guests attending CMF meetings at the request of CMF (guests who request to present to CMF would be required to pay their own expenses); and,
- Translation costs for CMF documents.

*Expenses will be reimbursed per AFMC Corporate Travel Policy.

CMF Membership Fee: Each CMF member (organization) will be required to pay an annual membership fee (with the exception of CFMS and FMEQ). The fee will be the same for each paying organization. The annual fee will be reviewed regularly (every 2 years) by CMF members to ensure that it represents an amount that is fair to all members and is neither inadequate nor excessive to cover the CMF expenses.

Surplus funds will remain in a CMF account to help offset future CMF expenses.

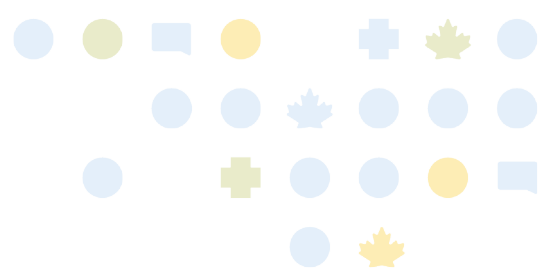
Special CMF projects will have their own budgets over and above the core CMF budget as approved by the members.

CMF funds will be held on behalf of CMF in a designated account within one of the member organizations as approved by the CMF.

XIII. EXPENSES FOR CMF REPRESENTATIVES

Each member organization is responsible for the expenses of its representatives to attend CMF meetings and/or Ad Hoc Working Group meetings. The expenses for one representative from each of the Canadian Federation of Medical Students and the Fédération médicale étudiante du Québec to attend each CMF in-person meeting will be covered by the other CMF members as part of the CMF budget.





APPENDIX A **CMF Chair**

1. Responsibilities of the Chair

The Chair is responsible for the effective management of meetings and will work with the CMF Secretariat to set meeting agendas and coordinate meetings. The Chair is the primary spokesperson for the CMF unless otherwise delegated, preferably to a member of the CMF.

2. Qualifications of a Chair

The Chair should have:

- Proven experience in chairing meetings and be skilled in time management, priority setting, facilitation, conflict resolution and consensus building;
- Knowledge of organized medicine;
- Familiarity with medical/political issues;
- Experience in government and media relations; and
- The availability to serve the full 2-year term.

3. Funding of the Chair

All expenses incurred by the Chair will be included in the CMF annual budget (see section XII).

4. Process for Elections

- a. Nominating a Candidate – A call for nominations will be sent electronically at least 4 months prior to the first meeting of the new Chair. Each CMF member organization may nominate one or more candidates for the Chair position. Nominations are to be submitted electronically to Secretariat@CanadianMedicalForum.ca and must include:
 - i. Name of the nominee;
 - ii. Name of the nominating organization; and
 - iii. A short biography of the nominee highlighting the necessary qualities of the candidate.

The nominating organization can submit a nominee only after confirming the interest of that individual.

Nominations from individual representatives of CMF member organizations and self-nominations will not be accepted.

- b. Following the close of nominations, the Secretariat will electronically distribute a list of the nominees, their nominating organization and a short biography.
- c. Each voting member organization will then be required to rank order the nominees and submit its rankings electronically to Secretariat@CanadianMedicalForum.ca.
- d. The Secretariat will tabulate the votes and the new chair will be elected by plurality. Voting results will be confidential. In the event of a tie where more than 2 candidates are involved, the candidate with the lowest ranking will be removed from the ranking list and the process will be repeated.
- e. At least 4 months prior to the end of the initial term of two (2) years, the Chair may express interest in extending their term and a vote will be sent electronically to confirm support or to proceed with a request for nomination of a new Chair. The extension of term will be confirmed by majority, defined as a minimum of two-thirds of the votes.

