

# ACFP Family Medicine Resident and Medical Student Liaison

## Position Description

### Areas of Responsibility

The ACFP Medical Student and Family Medicine Resident Liaisons hold a key role within their organizations for a one-year term to ensure:

1. Funding that supports the membership and activities of their organizations is managed, dispersed, and reported appropriately
2. Events and exhibits are coordinated in partnership with each organization
3. Participation at designated ACFP member engagement opportunities (as determined by the Board and Staff of the ACFP)
4. Requests and input are provided on behalf of their organization to the ACFP Board or Staff, as needed
5. Represent their cohort in strategic discussions held during ACFP Board meetings that directly relate to the education and training of Family Medicine Residents and Medical Students
6. Assist the ACFP Board Staff Liaison with the annual call for nominations to replace current ACFP Board Liaisons

### Nomination Process

1. Beginning in the summer of 2020 (and according to the start date schedule noted below), the University of Alberta and the University of Calgary will provide one or more nominations of medical students and family medicine resident members for the four (4) available ACFP Board Liaison positions, including:
  - U of A Medical Student in their first year of study (start date June 1)
  - U of C Medical Student in their first year of study (start date Jan 1)
  - U of A Family Medicine Resident (R1) in their first year of residency (start date Sep 1)
  - U of C Family Medicine Resident (R1) in their first year of residency (start date Sep 1)
2. Family Medicine Resident Liaisons must be registered members of the College of Family Physicians of Canada (CFPC) and the Alberta College of Family Physicians (ACFP). Medical Student Liaisons will be required to complete an application for a free membership with the CFPC/ACFP.
3. Regarding the submission of nominations from Medical Students, both universities will choose to follow one of the following procedures each year:
  - (a) No later than April 30, for the University of Alberta and October 31 for the University of Calgary, the Medical Student Associations (MSAs) will elect one MSA/ACFP representative through their established process and provide the ACFP Board Staff Liaison with contact details which will also include the representative's resume and platform. Upon review, the ACFP Board has the right to decline the candidates.

- (b) Medical Students will be invited to apply directly to the ACFP through a separate Call for Nominations for one Medical Student Liaison position on the ACFP Board. The deadline for nominations will be no later than April 30 for the University of Alberta, and for the University of Calgary no later than October 31. The Call for Nominations will be coordinated by the outgoing MSA/ACFP Board Liaison and the ACFP Board Staff Liaison.
4. Regarding the submission of nominations from Family Medicine Residents, residents in their first year will be invited to apply directly to the ACFP through a separate Call for Nominations for one Family Medicine Resident Liaison position on the ACFP Board from each university. The call to both the University of Alberta and the University of Calgary will close no later than August 15 and will be coordinated by the outgoing R1 Board Liaisons and the ACFP Board Staff Liaison.

NOTE: All nominations received through an ACFP Call for Nominations will be subject to the same procedure followed for the appointment of ACFP Directors and Committee Members. That is, nominations are received and reviewed by the ACFP Governance Advisory Committee with appointment recommendations made to the ACFP Board of Directors for their final approval. Occasionally, telephone interviews are conducted by members of the Governance Advisory Committee with candidates. All nominees are informed of the outcome of their nomination.

### Position Requirements

- Commitment to the overall legislated mandate of the ACFP and the CFPC
- Committed to the membership, values, vision, mission and goals of the ACFP
- Prepare for the discussions and the deliberations they attend as a Liaison
- Serve as a Medical Student or Family Medicine Resident Liaison for the ACFP Board of Directors
- Advise on member and external communications matters as requested
- Foster a positive working relationship with Board members and staff
- All matters discussed, and meeting materials shared in confidence shall be kept strictly confidential by Liaisons.
- Liaisons will read, digest, and abide by the ACFP Director's Code of Conduct. An acknowledgement form must be signed at the start of their term.
- Attend whenever possible, ACFP Board meetings held each January, March, April, June, September (retreat) and November. All meetings are in-person except January and are held alternatively in Edmonton or Calgary.
- Board Liaisons are required to be members in good standing with the College of Family Physicians of Canada (CFPC) and the ACFP.

### Time Commitment

The required time commitment for the Liaison shall be one fiscal school term based on their university's program. This commitment should require no more than 5 hours per month including liaison roles and responsibilities, preparation and attendance at Board meetings, and external participation that the incumbent chooses to take on but excluding special meetings or events.

### Compensation

All expenses incurred in service to the ACFP will be covered based on the ACFP Expense Reimbursement Policy which is assessed regularly to meet industry standards. Attendance at ACFP Board meetings, events, and functions as an ACFP Board Liaison is by invitation only and approval must be obtained in advance of each occurrence.

### Process for Onboarding, Orientation and Support for Liaisons

1. During term transitions, outgoing Medical Students and FMR Representatives will ensure that the nominated ACFP Liaisons are introduced to ACFP Staff Liaison to the Board at which time they will provide their CV, full name, address, phone, and email contact information. If there is more than one potential nomination for the Liaison position, the ACFP will reserve the right to choose the most appropriate candidate for the position, based on the mandate of being a skills-based board, and will consider their skills and experience found in the CV review and during an interview, if deemed necessary.
2. The ACFP Staff Liaison to the Board will contact the new Board Liaison, welcome them to the ACFP, confirm their commitment, provide volunteer orientation materials, answer any questions about their role, etc.
3. New Board Liaisons will be sent invitations to all relevant Board Meetings and other Events determined by the Staff and/or Board which they will accept upon receipt, so the dates of upcoming meetings are in their calendars regardless of whether they attend or not.
4. A request to complete a Director's Code of Conduct Acknowledgement Form will be sent to new Board Liaisons for signature and prompt return to the ACFP Staff Liaison.

ACFP Staff and Board Liaisons will work together to prepare their profile for the ACFP website, and their names will be added to the relevant email distribution lists.

5. The ACFP Staff Liaison will continue to be the Liaisons first point of contact and support for all matters relating to their role with the ACFP.