**Class Council**

**Terms of Reference**

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# Class President (1 position)

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**Preamble**

The Class Council President acts to oversee and regulate all affairs of the Class Council. In addition to supporting all aspects of the council’s business, the Class President must oversee the planning and execution of all initiatives run by the Council’s various portfolios.

**All-Years Responsibilities**

1. **Term of Office:** One-Year
2. Plan, conduct, and preside over all Class Council meetings as Co-Chair.
3. Act as liaison between the Council and the class. In this respect they will receive any complaints or suggestions of the students, and present them at Council meetings in order to develop action should it be deemed necessary.
4. Keep the class well informed on the business of both the Class and Hippocratic Council at all times.
5. Work with the Class Council Vice-Presidents to ensure both Windsor and London Councils are coordinated while ensuring equality between them.
6. Work with the Class Council Secretary-Treasurer to establish the Class Council bank account and—in collaboration with the other Class Councils and Hippocratic Council Vice-President Finance—develop and maintain an iterative four 4 year financial plan to fundraise for graduation.
7. Reporting Activities Procedure
   1. The Class President, in collaboration with Vice-President London, Vice-President Windsor, and Secretary-Treasurer, will provide the Hippocratic Council Vice-President Communications with a comprehensive written report—in the style outlined by the Hippocratic Council Vice-President Communications—on the all aspects of the Class Council’s work since the last Hippocratic Council meeting prior to each monthly Hippocratic Council meeting
   2. This guideline also applies to Class Council meetings
   3. This report must be supplied to the Hippocratic Council Vice-President Communications a minimum of three days in advance of the Hippocratic Council meeting for review
   4. This report will be provided to the
      1. Hippocratic Council
      2. Student body as part of Hippocratic Council Newsletters
8. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
9. All Class Presidents are voting members on
   1. Their respective Class Council [Co-Chair]
   2. Hippocratic Council
   3. HUMEC
   4. Elections Governance Committee (EGC)
   5. SAC (*non-voting*)

**Year-Specific Responsibilities**

1. First Year Class President
   1. 1st Year Class Council President will organize and conduct, as CRO, the Spring elections for the 3rd year class
2. Second Year Class President
   1. 2nd Year Class Council President will organize and conduct, as CRO, the Fall and Spring elections for the first year class
   2. Voting member on
      1. Professionalism Committee
3. Third Year Class President
   1. 3rd Year Class Council President will organize and conduct, as CRO, the Spring elections for the 2nd year class
   2. Voting member on
      1. Progression and Awards Committee (shared vote with Fourth Year Class President)
      2. Clinical Electives and Clerkship Committee (CEC)
4. Fourth Year Class President
   1. Voting member on
      1. Progression and Awards Committee (shared vote with Third Year Class President)
   2. Be responsible for selecting—in conjunction with the Vice President Communications, the Manager of Learner Equity and Wellness, Fourth Year Class VP Windsor, Windsor Admissions and Student Affairs Officer, and the Associate Dean Learner Equity Wellness—the recipients of the Honour Society Awards.
   3. Be responsible for selecting and awarding—in conjunction with the Fourth Year Class Council and student body—the Francis Chan Award (one Windsor, one London), and the Dinh La Award.

# Vice-President London (1 position)

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**Preamble**

The Vice-President London acts as a leader and team player on council as well as in class, by supporting all council members and classmates on their initiatives. A major role will be as a Jack of All Trades, helping everyone as much as they can. The Vice President will also chair the Charity Committee and facilitate fundraising for selected charities.

**All-Years Responsibilities**

1. **Term of Office:** One-Year
2. Assist the President and assume the President’s duties when they are not available.
3. Assume any responsibilities deemed necessary by the council and class.
4. Managing and chairing the Class Charity
   1. Vice President London controls the charitable contributions of the class to the selected class charities
   2. Can create a Charity Committee to support fundraising activities
5. Be in charge of selling tickets to events as necessary.
6. Organize class fundraisers, including but not limited to clothing sales, textbooks sales, and used book sales depending on your year. Refer to the Hippo Fundraising Guidelines for more information about fundraisers and timelines.
7. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
8. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
9. All Vice-President Londons are voting members on
   1. Their respective Class Council
   2. Charity Committee [Chair]

**Year-Specific Responsibilities**

1. First Year Vice-President London
   1. Run the selection process for the Class Charity and a transparent and equitable way
2. Second Year Vice-President London
   1. Run the Fall Clothing sale
3. Third Year Vice-President London
   1. Sit on the Hippocratic Council as a voting member
4. Fourth Year Vice-President London
   1. Sit on the Hippocratic Council as a voting member
   2. Run the Spring Clothing sale

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# Vice-President Windsor (1 position)

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**Preamble**

The VP Windsor acts as the student representative for the Windsor class and as a liaison with the London campus. The VP Windsor works in tandem with administration, fellow class council members, and Windsor students to plan events and address Windsor campus needs.

**All-Years Responsibilities**

1. **Term of Office:** One-Year
2. Act as liaison between the Class Council and the Windsor cohort by keeping them well informed on the business of the Council.
3. Liaise between the Windsor cohort and the Windsor Administration as necessary.
4. Meet with the Hippo VP Windsor and the Class Council VP Windsor from all other years as needed to coordinate and support Windsor Campus student activities and services.
5. Provide support to the Hippocratic Council Vice-President Windsor and their portfolio as needed.
6. Helping the Class President organize Class Council elections as needed.
7. Helping the Social Directors organize Integration Weekends as needed.
8. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
9. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
10. All Vice-President Windsors are voting members on
    1. Their respective Class Council
    2. Hippocratic Council

**Year-Specific Responsibilities**

1. First Year Vice-President Windsor
   1. Assist the Social Convenors in organizing the Remembrance Day Assembly
2. Second Year Vice-President Windsor
   1. Assisting the 2nd Year Social Directors and Orientation Coordinators with Disorientation Week as needed.
3. Third Year Vice-President Windsor
4. Fourth Year Vice-President Windsor
   1. Assist the Fourth Year Class President with selecting—in conjunction with the Vice President Communications, the Manager of Learner Equity and Wellness, Windsor Admissions and Student Affairs Officer, and the Associate Dean Learner Equity Wellness—the recipients of the Honour Society Awards.

# Secretary/Treasurer (1 position)

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**Preamble**

The secretary/treasurer is responsible for general management of the class council’s internal affairs.

**All-Years Responsibilities**

1. **Term of Office:** One-Year
2. Finances
   1. Manage the bank account for the class council and handle all issues related to the account
   2. Maintain a running document of all class finances. Track all debit/credit use and keep a total of all expenses for individual events
   3. Prepare a short presentation at the end of each semester to provide the class a summary of the class account.
   4. Prepare a report annually of class finances to present to the Dean at the end of the year.
3. Class council meetings
   1. Coordinate and schedule all Class Council monthly meetings and solicit agenda items from council members for these meetings.
   2. Advertise to the Class when the Class Council meeting is occurring and the agenda at least three (5) days before the meeting.
   3. Lead all Class Council monthly meetings as Co-Chair, setting the time for topics, and taking meeting minutes for these meetings according to the template created by the Hippocratic Council Vice-President Communications. Meeting minutes must include a record of attendance, list of submitted agenda items, and a summary of the discussion.
   4. Meeting minutes must be easily accessible to the class and the Hippocratic Council.
   5. A copy of the agenda for each meeting should be sent to the class prior to each meeting.
   6. A copy of the meeting minutes to be sent to the class following each meeting.
4. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
5. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
6. All Secretary-Treasurer are voting members on
   1. Their respective Class Council
   2. Hippocratic Finance Committee
   3. Any Class Council sub-meeting where minutes must, or are requested to, be recorded (*non-voting*)

**Year-Specific Responsibilities**

1. First Year Secretary-Treasurer
   1. Open a bank account for the class council
2. Second Year Secretary-Treasurer
3. Third Year Secretary-Treasurer
4. Fourth Year Secretary-Treasurer
   1. Coordinate Graduation Fundraising with the Fourth Year Sponsorship Representatives and Fourth Year Convocation Coordinators

# Merrymakers (2 London positions, 1 or 2 Windsor positions)

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**Preamble**

The Merrymakers are responsible for overseeing the production of the 20-minute class performance for the Tachycardia show in April.

**All-Years Responsibilities**

1. **Term of Office:** One-Year
2. Develop the theme for the class contribution to Tachycardia
3. Oversee the production of the class performance from start to finish
   1. This includes script-writing, music choice/arrangement, lyrics, auditions and casting, scheduling practices, singing, choreography, staging, directing, set design, costumes, props, makeup, tech (i.e. sound and lighting), backstage
   2. Merrymakers can and should delegate these responsibilities to others in the class as they see fit
4. Attend and participate in team meetings between Merrymakers, and be prepared to lead meetings with cast and crew
5. Engage classmates and encourage participation
6. Relay communications between the Tachycardia producers and the class
7. Help the Tachycardia producers sell tickets to their class
8. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
9. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
10. All Merrymakers are voting members on
    1. Their respective Class Council
    2. Tachycardia Council

**Year-Specific Responsibilities**

1. First Year Merrymakers
2. Second Year Merrymakers
3. Third Year Merrymakers
4. Fourth Year Merrymakers

# Social Convenors (2 London positions, 2 Windsor positions)

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**Preamble**

The Social Representatives are responsible for organizing a wide variety of events to bring the class(es) together.

**All-Years Responsibilities**

1. **Term of Office:** One-Year
2. Work closely with each other to plan events for students
3. Oversee social events outside those events covered by the Orientation Coordinators
4. Plan and organize post-exam celebrations
5. Assist Hippocratic Council Vice-President Events in planning events such as Halloween, FeNDWIC, Schulichpalooza, and Tachy Afterparty
6. Assist the Athletic Representatives in planning the Blue Mountain trip and equivalent in Windsor
7. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
8. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
9. All Social Representatives are members on:
   1. Their respective Class Council (voting)
   2. Hippocratic Events Committee (voting)

**Year-Specific Responsibilities**

1. First Year Social Representatives
   1. Collaborate with Second Year Social Representatives to plan Integration Weekends
   2. Plan the Class March Break class trip
   3. Plan and run the ¼ MD Party at the end of first year
   4. Be responsible for organizing the Remembrance Day Assembly
2. Second Year Social Representatives
   1. Plan and run, in collaboration with the First Year Social Representatives, the Integration Weekends
   2. Plan the Class March Break class trip
   3. Plan and run the ½ MD Party at the end of first year
3. Third Year Social Representatives
4. Fourth Year Social Representatives

# Social Media Director (1 position)

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**Preamble**

The Social Media Director is responsible for keeping their fellow classmates up-to-date with events, deadlines, relevant information posted on social media and elsewhere.

**All-Years Responsibilities**

1. **Term of Office:** One-Year
2. Managing and maintaining the class Facebook page
3. Create and maintain any class social media pages
4. Run the Humans of Schulich campaign for their class
5. Send out weekly emails to the class outlining the academic and social information for the upcoming week
6. Compiling a list of all relevant information and deadlines to inform the class with
7. Assisting the Social Conveners in creating event pages
8. Assisting any Clubs in the distribution of news and information to the class
9. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
10. Transition Procedure
    1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
11. All Social Media Director are voting members on
    1. Meetings of their respective Class Council
    2. Hippocratic Communications Committee

**Year-Specific Responsibilities**

1. First Year Social Media Director
2. Second Year Social Media Director
3. Third Year Social Media Director
4. Fourth Year Social Media Director

# Windsor Community and Charity Liaisons (2 Windsor positions)

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**Preamble**

The role of the Community and Charity Liaison is to foster the spirit of charity within each class by creating opportunities to give back to our community and raising awareness about the issues surrounding us in Windsor-Essex County

**All-Years Responsibilities**

1. **Term of Office:** One-Year
2. Help organize selection of the class charity with the Vice-President London
3. Ensure class involvement in the Windsor-community and promote volunteerism (i.e. donation drives)
4. Carry out charity events initiated in London to the Windsor class
5. Help with any fundraising events (i.e. Pre-med Symposium)
6. Establish a contact with the local charity to communicate Schulich’s initiatives
7. Actively liaise with the Hippocratic Council Community Relations Director(s) to facilitate novel and established London community outreach events in Windsor including but not limited to Head for a Cure, Schulich Blood Drive, Schulich Christmas Toy Drive for the Children’s Aid Society.
8. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
9. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
10. All Windsor Community and Charity Liaisons are members on
    1. Meetings of their respective Class Council (voting)
    2. Class Charity Committee (voting)
    3. Hippocratic Events Committee (voting)

**Year-Specific Responsibilities**

1. First Year Windsor Community and Charity Liaisons
2. Second Year Windsor Community and Charity Liaisons
3. Third Year Windsor Community and Charity Liaisons
4. Fourth Year Windsor Community and Charity Liaisons

# Academic Directors (1 London position, 1 Windsor position)

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**Preamble**

The Academic Directors are the primary liaisons between their respective class and faculty/administration for academic-related concerns. They work closely with faculty and administration to advocate on behalf of undergraduate medical students to address issues of academic policy, curricula, teaching methods, and evaluation methods. They are responsible for compiling feedback from students on courses to ensure data-driven advocacy.

**Responsibilities**

1. **Term of Office:** One-Year
2. Serve as the liaison between their respective class and faculty/administration regarding academic-related concerns
3. Coordinate the Class’ Academic Team (consisting of ADs and Course Representatives for all courses of their year) as a formal Sub-Committee of Class Council to ensure proper communication and collaboration
4. Collaborate with the UME staff to develop and administer course surveys to evaluate curriculum delivery via Elentra course evaluations
5. Perform qualitative (and occasionally quantitative) data analysis of surveys, and produce written Course Evaluation Reports
6. Review reports with Course Chairs, Curriculum Support Administrators, Quality Committee, and Course Representatives in Course Evaluation Meetings (mid-course and end-of-course).
7. During Course Wrap-Up Meetings, use student feedback data to facilitate data-driven advocacy for student-centred course changes to be implemented.
8. Attend TownHall meetings whenever possible and communicate important notices to students
9. Attend HUMEC meetings once monthly (second year London Director acting as Secretary)
10. Third year ADs sit on the Clinical Electives and Clerkship Committee (CEC).
11. Fourth year ADs are responsible for the distribution and analysis of the 4th year Survey.
12. Reporting Activities Procedure
    1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
13. Transition Procedure
    1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
14. All Academic Directors are members on
    1. Meetings of their respective Class Council (voting)
    2. Class Academic Committee
    3. Hippocratic Undergraduate Medical Education Committee (voting)

**Year-Specific Responsibilities**

1. First Year Academic Directors
2. Second Year Academic Directors
   1. Run the Preclerkship Workbook sale and Clinical Skills Manual sale
   2. Act as secretary for HUMEC meetings (London)
   3. Windsor Academic Director sit on the Curriculum Committee and Progression and Awards Committee as the Windsor representative
3. Third Year Academic Directors
   1. Member of Clinical Electives and Clerkship Committee (CEC)
4. Fourth Year Academic Directors
   1. Develop, distribute, and analyze the 4th year surveys

# Athletic Representatives (1 Male-Identifying and 1 Female-Identifying London, 1 Windsor)

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**Preamble**

The Athletic Representatives are responsible for organizing a wide variety of athletic events for the class.

**All-Years Responsibilities**

1. **Term of Office:** One-Year
2. Organize a variety of Athletic based events and opportunities for the class
3. Collaborate with the Social Convenors on events related to athletics
4. Assist the Hippocratic Council Athletic Director in coordinating additional athletic events throughout the year, as needed
5. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
6. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
7. All Athletic Representatives are members on
   1. Meetings of their respective Class Council (voting)
   2. Hippocratic Athletics Committee (voting)

**Year-Specific Responsibilities**

1. First Year Athletic Representatives
   1. Coordinate the registration of Winter intramurals
   2. Member of the Schulich Windsor Integration Committee
2. Second Year Athletic Representatives
   1. Coordinate the registration of Fall intramurals
   2. Organize the Ski Trips at their respective campuses
   3. Member of the Schulich Windsor Integration Committee
3. Third Year Athletic Representatives
4. Fourth Year Athletic Representatives

# Admissions Representatives (2 in London, 1 in Windsor)

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**Preamble**

The Admissions Representatives coordinate student-run events and services related to Schulich admissions, as well as represent the student voice on the Schulich Medical Admissions Committee.

**Note:** Please be sure to review the Conflict of Interest requirements for this role prior to applying. More information about the conflict of interest disclosure can be obtained by contacting the admissions office at [admissions.medicine@schulich.uwo.ca](mailto:admissions.medicine@schulich.uwo.ca).

**All-Years Responsibilities**

1. **Term of Office:** Four-Years
2. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
3. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
4. All Admissions Representatives are members on
   1. Meetings of their respective Class Council (voting)
   2. Admissions Committee (voting)
      1. London Representatives hold joint vote per year
      2. Windsor Representatives hold joint vote between all four years

**Year-Specific Responsibilities**

1. First Year Admissions Representatives
   1. Coordinate with members of the admissions office to plan for each interview weekend’s daily activities (including Information Session, Waiting Room, Campus Tours, Interview Escorts for Applicants), social events and the admissions video presentation for informal approval by the Dean and Office of Admissions
   2. Manage the student-run prospective.schulichmeds.com website (and the associated mentorship and billeting programs), as well as the [uwoadmissions@gmail.com](mailto:uwoadmissions@gmail.com) email
2. Second Year Admissions Representatives
   1. Assist in transitioning the first-year representatives as they coordinate the interview weekends & video
3. Third Year Admissions Representatives
   1. Serve as a liaison between the first-year admissions representatives and the 3rd or 4th year class to coordinate upper year involvement in interview weekend
   2. Upon request of the Admissions Office, assist with conducting interviews as a student panel member
4. Fourth Year Admissions Representatives
   1. Upon request of the Admissions Office, assist with conducting interviews as a student panel member

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# SAC Representatives (2 in London, 1 in Windsor)

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**Preamble**

The representatives of the class on the Student Affairs Committee (SAC). The overall role of the SAC Representatives is to monitor and promote the well-being of individuals and of the class at large. Unlike other positions on Class Council, the role of SAC Rep is not as well delineated and is, to a degree, open to the interpretation of each year’s respective SAC Reps. We make ourselves very open to being approached with personal problems, particularly ones related to mental health, and we always do so in a confidential manner. We also keep an ear out for "class culture" related issues - ones similar to those discussed in the wellness small groups during O-Week, like systemic gender inequality issues, bullying, etc. and find appropriate ways to actively respond through the SAC committee or LEW office. We also have more official and well-demarcated roles, like organizing a few wellness related talks each semester, sending out monthly wellness check-up surveys, and sitting on the Student Affairs Committee.

**All-Years Responsibilities**

1. **Term of Office:** 
   1. Elected to one year term in Fall First Year elections
   2. Elected to three year term in Spring First Year elections
2. Advertise the presence and function of the SAC to new and returning medical students.
3. Send out at least one wellness check-up per semester
4. In collaboration with the Vice President Internal, develop and implement the yearly Longitudinal Wellness Survey
5. Talks and Events
   1. Mental health forums
      1. Hold two mental health forums—one small group, and one large group—where students may share their personal mental health narratives (anonymously if they wish to). Only those who are sharing a narrative may attend the small group, although the large group is open to all pre-clerks. The large group is also accompanied by a presentation and general discussion on how mental illness affects medical students.
   2. Wellness focused training
      1. Implement workshops and/or trainings specific to mental health and wellness as deemed necessary
      2. Example: in early 2017, the OMSA provided funding for a few medical students from each school in Ontario to receive ASIST suicide intervention training. Previous SAC Representatives translated this two-day session into a condensed 3-hour session and delivered it to 40 pre-clerks at Western.
   3. CFMS Wellness Month
      1. Along with the VP Internal, your role is to organize and promote participation in the national CFMS Wellness Month. Wellness Month is a month of activities designed to encourage mental, physical, social, and overall wellness among medical students
6. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
7. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
8. All SAC Representatives are members on
   1. Meetings of their respective Class Council (voting)
   2. Student Affairs Committee (voting)

**Year-Specific Responsibilities**

1. First Year SAC Representatives
   1. Produce (edit existing document accordingly) a housing guide at the end of your first year to be released to the incoming class in late June
   2. Study skills talk
      1. This talk is led by an education specialist from Western’s Student Success Centre.
   3. Under the purview of the Hippocratic Council Vice-President Communications, co-produce (edit existing document accordingly) the Schulich Meds First Year Guide at the end of your first year for release to the incoming class one week prior to Orientation Week or at the discretion of the Orientation Coordinators
2. Second Year SAC Representatives
   1. Produce (edit existing document accordingly) a Summer Opportunities Guide at the beginning of your second year for the first year class
3. Third Year SAC Representatives
   1. Produce (edit existing document accordingly) the Selectives Guide
4. Fourth Year SAC Representatives
   1. Produce (edit existing document accordingly) the Electives Guide

# Class Historian (1 in London, 1 in Windsor)

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**Preamble**

Class Historians capture moments at events and share them with the class.

**All-Years Responsibilities**

1. **Term of Office**: Four-Years
2. Actively obtain photographs and videos of class activities over all four years
3. Work closely with Class Historians from other classes to coordinate picture-taking of all inter-class events
4. Make photographs available to the class in a format other than a yearbook, such as an online photo-sharing website
5. Prepare a year-in-photos at the conclusion of each year if desired by the class
6. Provide suitable photographs for Class Council, Hippocratic Council, and other initiatives, as well as for the administration when requested
7. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
8. Transition Procedure
   1. Provide the Hippocratic Council Vice-President Communications with a comprehensive written report—in the style outlined by the Hippocratic Council and detailed in the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution—on the all aspects of their work since their election
9. All Class Historians are members on
   1. Meetings of their respective Class Council (voting)
   2. Hippocratic Communications Committee

**Year-Specific Responsibilities**

1. First Year Class Historians
2. Second Year Class Historians
3. Third Year Class Historians
4. Fourth Year Class Historians
   1. Organize the fourth-year graduation pictures
   2. Prepare a suitable yearbook in the graduation year that includes highlights from all four years

# Equity-Diversity-Inclusivity Advocates (1 London position, 1 Windsor position)

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**Preamble**

The Equity, Diversity, and Inclusion Advocate (EDI Advocates) portfolio is responsible for addressing student concerns relating to equity, diversity, and/or inclusion in all areas of student life and experience. The EDI Advocate portfolio is dedicated to amplifying the voices of students from diverse backgrounds and working to make the Schulich School of Medicine & Dentistry (SSMD) a more safe and equitable environment for students through advocacy and collaboration with students, faculty, staff, and the community.

**Term of Office:** One-Year

**All-Years Responsibilities**

1. **Term of Office:**
   1. Elected to one year term in Fall First Year elections
   2. Elected to three year term in Spring First Year elections
2. Represent the interests of their class on issues relating to equity, diversity, and inclusion.
3. Strive to conduct all business with an anti-oppressive and intersectional approach.
4. Advocate in consultation with, and on behalf of, their class on issues of EDI.
5. Promote an equity lens towards the Class Council’s policies, procedures, and all activities undertaken or overseen by the Society.
6. Represent their class on the Schulich EDI Committee.
7. Act as a liaison between student groups pertaining to equity, diversity, and inclusivity.
8. Facilitate opportunities for their class to express concerns, ideas, and opinions for issues of equity.
9. Work closely with the Class Council VP Windsor to ensure that the Windsor student voice is being properly represented.
10. Organize opportunities for reflection, learning, and formal training for interested members of the Class Council and SSMD medical students at-large should such activities be deemed helpful.
11. Support Class Council members and SSMD faculty in the development and implementation of equitable learning materials and environments.
12. Collaborate with all levels of the Faculty of Medicine on their initiatives and programming to students in order to ensure their inclusivity.
13. Work in conjunction with all portfolios of the Class Council in order to advocate for tangible systemic and longitudinal change.
14. Selection Process
    1. Once nominated for the position of EDI Advocate, potential candidates will undergo a selection process unlike the other Council roles due to the unique nature of this position. All nominated students interested in running in the election will be required to answer the following questions prior to their nomination being accepted:
       1. What is your vision for the role of EDI Advocate?
       2. How will you carry out this role with an intersectional lens on topics that you may not have lived or formal experience in?
       3. Realizing that microaggressions are pervasive in the academic setting, have you yourself committed a microaggression that you can remember? How have you addressed this personal shortcoming?
    2. All nominations and question responses will be reviewed by the Advisory Group of the Anti-Racism Student Initiative (ARSI) for the fall 2020 elections to ensure that candidates understand the mandate of this role. In subsequent years, nominees will be reviewed by the future Hippocratic Council EDI Committee members.
    3. Candidates who do not receive approval to participate in the election may appeal this decision by contacting the Elections Governance Committee within 48 hours of receiving this decision.
15. Reporting Activities Procedure
    1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
16. Transition Procedure
    1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
17. All EDI Advocates are voting members on:
    1. Meetings of their respective Class Council
    2. Hippocratic EDI Committee
    3. Schulich EDI Committee

**Year-Specific Responsibilities:**

* 1. First Year EDI Advocates
  2. Second Year EDI Advocates
  3. Third Year EDI Advocates
  4. Fourth Year EDI Advocates

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# Fourth Year Sponsorship Representatives (2 in London, 1 in Windsor)

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**Preamble**

Fourth Year Sponsorship Representatives are a specialized team that works to accrue sponsorships for the Fourth Year Class.

**Responsibilities**

1. **Term of Office:** One-Year
2. Will be responsible for working in conjunction with the Class President in fourth year to raise funds for costs associated with the graduation year, including but not limited to the Graduation Formal, Yearbook, and Convocation Wine and Cheese
3. Will be responsible for ensuring clear lines of communication with other groups involved in sponsorship, including the Hippocratic Council Vice-President Finance
4. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
5. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
6. Fourth Year Sponsorship Representatives are voting members on
   1. Their respective Class Council

# Fourth Year Convocation Coordinators (2 in London, 1 in Windsor)

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**Preamble**

Fourth Year Convocation Coordinators (2 in London, 1 in Windsor) are a specialized team that works to plan the Fourth Year Convocation ceremony.

**Responsibilities**

1. **Term of Office**: One-Year
2. Will be responsible for assisting Administration with the organization of the Convocation Ceremony, including, but not limited to, coordinating faculty to be involved, as well as the graduation gift
3. Will be responsible for the planning and coordination of the Convocation Wine and Cheese, and liaising with the Hippocratic Council Vice-President Events
4. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
5. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
6. Fourth Year Convocation Coordinators are voting members on
   1. Their respective Class Council

# Fourth Year MCCQE Coordinators (1 in London, 1 in Windsor)

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**Preamble**

Fourth Year MCCQE Coordinators are a specialized team that works to organize the practice MCCQE for the Fourth Year class.

**Responsibilities**

1. **Term of Office:** One-Year
2. Will be responsible for the coordination of review sessions for the MCCQE, including contacting faculty and liaising with the class
3. Reporting Activities Procedure
   1. When requested, provide a detailed summary of all work to the Class President and Vice-President Windsor within 48 hours—in the format specified by the Hippocratic Council Vice-President Communications—on the all aspects of their work since the last Class Council and/or Hippocratic Council meeting
4. Transition Procedure
   1. Conduct a proper and effective transition according to the to the “Transitions Procedure Bylaw” of the Hippocratic Council Constitution
5. Fourth Year Convocation Coordinators are voting members on
   1. Their respective Class Council