



# Strategic Plan

## 2017-2020

Strategic direction #1: Optimizing transparency and communication with members

Strategic direction #2: Increase accessibility and sustainability of clubs and events

Strategic direction #3: Make the MSS relevant to clerks

Strategic direction #4: Improve and maintain student spaces

Strategic direction #5: Enhance MSS organizational effectiveness

Strategic direction #6: Advocacy goals

### **Strategic direction #1: Optimizing transparency and communication with members**

1. Review the MSS Communication Strategy document yearly and raise awareness among the General Council about the Communication Strategy
2. Merge the Murmur and the MSS Communiqué into a single well-organized email communication
3. Raise awareness and promote the MSS Website to all cohorts
4. Make available to students General Council and Executive Council meeting minutes on the MSS Website
5. Keep members informed about relevant behind-the-scenes of the councils through weekly MSS updates on the MSS Website
6. Produce and make available to students an executive summary of the yearly budget
7. Make available to students club funding distribution
8. Produce and make available on the MSS Website reports for each provincial and national level meeting/representation event
9. Produce and make available on the MSS Website a flow chart indicating to students where and who to go to with issues, concerns, and comments.
10. Raise awareness about the role of council members and standing committees
11. Actively minimize the amount of paper mail received by the MSS and create an efficient system for managing paper mail received by the MSS

### **Strategic direction #2: Increase accessibility and sustainability of clubs and events**

#### ***Clubs***

1. Publish terms of reference for all existing and new Clubs outlining the mandate, executive members roles, and recruitment methods
2. Establish that all club opportunities should be systematically communicated through the MSS Website
3. Determine with clubs a procedure to ensure equitable accessibility of limited spots events
4. Review how the MSS clubs report back to the General Council
5. Review the clubs application form
6. Ensure appropriate visibility for clubs through their website space, the MSS calendar, MSS Facebook page advertisement, and newsletter advertisement

#### **Events**

1. Review the process for internos tickets sale
2. Centralize communication of available teams for MedGames

#### **Strategic direction #3: Make the MSS relevant to clerks**

1. Establish annual talks to support clerks in transitioning to new steps of medical school
  - i. M2: Networking workshop/how to make the most out of clerkship rotations
  - ii. M3: Elective Planning/AFMC Portal
  - iii. M3: CaRMS talk
  - iv. M3: PREM/PEM talk
  - v. M4: Interview skills workshop
  - vi. M4: LMCC talk
  - vii. M4: USLME Step 2 talk
2. Ensure reserved spots for clerks for relevant MSS events
3. Organize a minimum of one Chez Meredith per month with adequate advertisements to all cohorts
4. Create a network McGill Medicine alumni across Canada who are willing to be contacted by current students
  - i. Creation of the MSS Alumni Liaison role (to be assigned to a MSS Executive each year)

#### **Strategic direction #4: Improve and maintain student spaces**

1. Review the need to advocate for student spaces in the hospitals
2. Take the necessary steps to install lockers in the McIntyre Medical Building
3. Assess the needs of students regarding the 5th floor computer room and act accordingly
4. Establish ways to maintain order and resources in the Lady Meredith Annex

#### **Strategic direction #5: Enhance MSS organizational effectiveness**

1. Centralize recruitment for clubs, standing committees, projects leads, and student representatives into a period during the Fall and a period during the Spring
2. Ensure the use of the MSS Recruitment Policy for recruitment of Standing Committee members and student representatives
3. Gathering yearly organized feedback from students about the MSS (ex: town halls and focus groups)
4. Improve communication and collaboration in the MSS General Council, especially between Class Councils and the Executive Council
5. Organise one Standing Committees meeting per semester

6. Establish adequate funding for Standing Committees and review the need to fund food for some meetings
7. Improve communication and accountability of Standing Committees
  - i. Publish standing committee yearly goals and end-of-year reports on the MSS Website
  - ii. Receive periodic reports from Standing Committee Liaisons (specific MSS Executives) at MSS Executive Council meetings to be included in the meeting minutes
8. Publish yearly goals, mid-year reports, and end-of-year report for all MSS Executives on the MSS Website
9. Improve efficiency and reduce delay of reimbursements and fund distribution for clubs, standing committees, class council, MSS council members and individual members
  - i. Implement webforms for applications and reimbursement requests on the MSS Website
10. Optimize MSS council members turnover and transition
11. Create and continuously maintain a MSS Task Matrix which ensures the continuity of MSS Projects and follow-up of Strategic Planning goals
12. Use and maintain the MSS Drive to facilitate collaboration between MSS Executives and for efficient archiving of MSS documents.
13. Review the need for a board of governors of the MSS General Council

#### **Strategic direction #6: Advocacy goals**

1. Students need appropriate feedback for exams and written assignments
2. Student input through surveys, student representatives, and other means need to be valued and considered
3. Students need appropriate assessment during clerkship (progress test or other)
4. Students need accessible, clear, and centralized schedules
5. The AFMC Portal is extremely expensive for students at the moment

Consultation Notes:

[https://drive.google.com/file/d/0Bz\\_slOXwm60lbTR5T1hPQkZTRkk/view?usp=sharing](https://drive.google.com/file/d/0Bz_slOXwm60lbTR5T1hPQkZTRkk/view?usp=sharing)

- Class of 2020
- Class of 2019
- Class of 2018
- Class of 2017
- Executive Council
- Clubs
- Standing Committees