



2026-2027 Board of Directors Position Descriptions

- **President**
- **Past President**
- **Director, Finance**
- **Director, Calgary and Southern Alberta**
- **Director, Edmonton and Northern Alberta**
- **Director, Resident Affairs**
- **Directors at Large (six available positions)**

President

- Chair of the Board of Directors
- Represents PARA at official forums, as required
 - e.g. Alberta Medical Association, Canadian Medical Association, University administrations
- Represents PARA at meetings with government and media
- Serves as a signing officer, along with other executives
- Spokesperson for the Association
- Mentors fellow members of the Board of Directors
- At the end of their term, assumes position of Past President for the next term
- Provides handover to the next President
- Member of the following committees of the Board
 - Finance Committee
 - Executive/HR Committee
 - Governance Committee
- Member of the following standing committees of PARA
 - Advisory Committee
 - Negotiations Committee (in negotiation years)

Past President

- Maintains continuity between the current and previous Board
- Forwards connections and partnerships to the new President
- Represents PARA at official forums, as required
- Serves as institutional memory for the Board
- Provides support and mentorship to the President and other Board members, as needed

- Serves as a signing officer, along with other Directors
- Provides handover to the next Immediate Past President
- Member of the following committees of the Board
 - Finance Committee
 - Executive/HR Committee - Chair
 - Governance Committee
- Member of the following standing committees of PARA
 - Advisory Committee
 - Negotiations Committee (in negotiation years)

Director, Finance

- Oversight of financial operations of the Association
 - From time to time, may be asked to provide oversight of governance for the Association, including Bylaw Reviews and Code of Conduct
- Oversight of the disbursement of assets of the Association in accordance with the PARA Bylaws and at the direction of the Board
- Oversight of the completion of all documents as required by law and at the request of the Board
- Present year-end financial statements to PARA members at the Annual General Meeting
- Serves as a signing officer, along with other executives
- Provides handover to the next Director, Finance
- Member of the following committees of the Board
 - Finance Committee – Chair
 - Executive/HR Committee
 - Governance Committee
- Member of the following standing committees of PARA
 - Advisory Committee

Director, Calgary and Southern Alberta

- Represents all PARA members enrolled with the University of Calgary
- Representative to the University of Calgary's Postgraduate Medical Education Office
- Support to PARA Advisory Council delegates enrolled with the University of Calgary
- Liaison between PARA and the U of C Medical Students' Association
- Co-chair of the PARA Awards Committee
- Provides handover to the next Director, CSA
- Member of the following standing committees of PARA
 - Advisory Committee

Director, Edmonton and Northern Alberta

- Represents all PARA members enrolled with the University of Alberta
- Representative to the University of Alberta's Postgraduate Medical Education Office

- Support to PARA Advisory Council delegates enrolled with the University of Alberta
- Liaison between PARA and the U of A Medical Students' Association
- Co-chair of the PARA Awards Committee
- Provides handover to the next Director, ENA
- Member of the following standing committees of PARA
 - Advisory Committee

Director, Resident Affairs

- Oversight of wellness opportunities and areas of advocacy
- Oversight of leadership and education opportunities and areas of advocacy
- Liaises with Directors (notably Director, Calgary and Southern Alberta and Director, Edmonton and Northern Alberta) and Advisory Council as required on the above
- Chair of the PARA Advisory Council
- Provides handover to the next Director, Resident Affairs
- Member of the following standing committees of PARA
 - Advisory Committee

Director at Large

- Open portfolio to allow individuals to self-identify areas of interest/expertise that will be beneficial to PARA members and the Board of Directors
- From time to time, may be asked to serve as a member of external representatives such as AMA, CPSA, etc.
- From time to time, may be asked to serve as a member of the following committees of the Board:
 - Finance Committee
 - Governance Committee
- Member of the following standing committees of PARA
 - Advisory Committee