



2022-2023 Executive Board Position Descriptions

- **President**
- **Vice President Community & Internal Relations (VPCIR)**
- **Vice President Leadership & Education (VPLE)**
- **Vice President Operations & Finance (VPOF)**
- **Calgary & Southern Alberta Ambassador (CSAA)**
- **Edmonton & Northern Alberta Ambassador (ENAA)**
- **Alberta Medical Association Ambassador (AMAA)**

Descriptions based on PARA Bylaws

President

11.2 The President shall:

- 11.2.1 enforce due observance of the Bylaws;
- 11.2.2 represent, or appoint a designate to represent, the Association with stakeholders including, but not be limited to, the Resident Doctors of Canada (RDoC), the Alberta Medical Association (AMA), the Canadian Medical Association (CMA), the University Administrations, as well as in meetings with the media and government officials;
- 11.2.3 represent PARA at official forums as required;
- 11.2.4 sign all documents and perform all acts which are required by law, and shall have all powers as may be assigned by the Bylaws of the Association, or the Board or Assembly;
- 11.2.5 be a member and chair of the Board;
- 11.2.6 be a member of the Employee Relations Committee;
- 11.2.7 introduce the President Elect to their duties and portfolio;
- 11.2.8 preside over Board meetings as the Board Chair;
- 11.2.9 be the representative of the Association at the Postgraduate Medical Education Advisory Group (PGME-AG);
- 11.2.10 facilitate the transition of authority to the incoming President; and
- 11.2.11 at the end of their term, the President will then automatically assume the role of Past President for the next term.

Vice-President Community and Internal Relations (VPCIR)

- 11.4 The Vice-President of Community and Internal Relations (VPCIR) shall:
- 11.4.1 be the chair of the Community and Wellness Committee;
 - 11.4.2 oversee the Association's community outreach campaigns;
 - 11.4.3 champion Board and Assembly orientation and foster teamwork amongst the Assembly members;
 - 11.4.4 introduce the VPCIR Elect to their duties and portfolio and facilitate the transition of authority to the new VPCIR; and
 - 11.4.5 report the content of Board and committee meetings, teleconferences, and communications to the VPCIR Elect at least once per month from the date the VPCIR Elect is elected or acclaimed until he/she takes office.

Vice-President Leadership and Education (VPLE)

- 11.5 The Vice-President of Leadership and Education (VPLE) shall:
- 11.5.1 be the chair of the Leadership and Education Committee;
 - 11.5.2 champion leadership and educational opportunities for the Association;
 - 11.5.3 provide support and guidance for Members serving as representatives to External Stakeholders;
 - 11.5.4 oversee the coordination of general advocacy efforts, including, but not limited to, health policy and medical education issues;
 - 11.5.5 introduce the VPLE Elect to their duties and portfolio and facilitate the transition of authority to the new VPLE; and
 - 11.5.6 report the content of Board and committee meetings, teleconferences, and communications to the VPLE Elect at least once per month from the date the VPLE Elect is elected or acclaimed until he/she takes office.

Vice-President Operations and Finance (VPOF)

- 11.6 The Vice President of Operations and Finance (VPOF) shall:
- 11.6.1 be the Chair of the Association's Finance and Operations Review Committee (FORC). This role will include, but not be limited to, reviewing the Association's Bylaws, annual budget, and policies;
 - 11.6.2 be a member of the Employee Relations Committee;
 - 11.6.3 be a resource for Resident Physician Agreement compliance efforts;
 - 11.6.4 provide oversight on all financial matters of the Association;
 - 11.6.5 provide oversight on transactions with respect to the money or other financial instruments of the Association with financial or other institutions as is necessary for the efficient and responsible operation of the Association, as directed by the Board;

- 11.6.6 provide oversight on the disbursement of the assets of the Association in accordance with the Bylaws of the Association and at the direction of the Board;
- 11.6.7 provide oversight on the completion of all documents which are required by law or which are requested by the Board in a timely fashion;
- 11.6.8 present an annual statement of accounts as approved by two Board Members to the Members present at the Annual General Meeting;
- 11.6.9 not be required to give the Association a bond for the faithful discharge of duties unless specifically required by the Board;
- 11.6.10 introduce the VPOF Elect to their duties and portfolio and facilitate the transition of authority to the new VPOF; and
- 11.6.11 report the content of Board and committee meetings, teleconferences, and communications to the VPOF Elect at least once per month from the date the VPOF Elect is elected or acclaimed until he/she takes office.

Calgary and Southern Alberta Ambassador (CSAA)

- 11.7 The Calgary and Southern Alberta Ambassador (CSAA) shall:
 - 11.7.1 be engaged in a residency program affiliated with the University of Calgary, and reside in Calgary or Southern Alberta;
 - 11.7.2 be the representative for the Association's Members affiliated with the University of Calgary on the Board;
 - 11.7.3 be the official representative (or shall designate a proxy) to the University of Calgary administrative committees and Postgraduate Medical Education Office;
 - 11.7.4 be a member of any Association Resident Physician Agreement compliance working groups related to University of Calgary programs and policies and shall be responsible for coordinating a response to any Agreement or other issues raised by resident physicians from Southern Alberta;
 - 11.7.5 be responsible for coordinating PARA representation at resident physician appeals or grievances for resident physicians from Southern Alberta;
 - 11.7.6 represent the Association or designate an alternate representative for the Resident Transfer Committee at the University of Calgary, and any resident physician appeals or grievances that arise;
 - 11.7.7 provide support and oversight to Assembly Delegates enrolled with the University of Calgary
 - 11.7.8 be the liaison between the Association and the University of Calgary Medical Students' Association;
 - 11.7.9 introduce the CSAA Elect to their duties and portfolio and facilitate the transition of authority to the new CSAA; and

- 11.7.10 report the content of Board and committee meetings, teleconferences, and communications to the CSAA Elect at least once per month from the date the CSAA Elect is elected or acclaimed until he/she takes office.

Edmonton and Northern Alberta Ambassador (ENAA)

11.8 The Edmonton and Northern Alberta Ambassador (ENAA) shall:

- 11.8.1 be engaged in a residency program affiliated with the University of Alberta, and reside in Edmonton or Northern Alberta;
- 11.8.2 be the representative for the Association's Members affiliated with the University of Alberta on the Board;
- 11.8.3 be the official representative (or shall designate a proxy) to the University of Alberta administrative committees and Postgraduate Medical Education Office;
- 11.8.4 be a member of the Association Resident Physician Agreement compliance working groups related to University of Alberta programs and policies and shall be responsible for coordinating a response to any Agreement or other issues raised by resident physicians from Northern Alberta;
- 11.8.5 be responsible for coordinating PARA representation at resident physician appeals or grievances for resident physicians from Northern Alberta;
- 11.8.6 represent the Association or designate an alternate representative for the Resident Transfer Committee at the University of Alberta, and any resident physician appeals or grievances that arise;
- 11.8.7 provide support and oversight to Assembly Delegates enrolled with the University of Alberta
- 11.8.8 be the liaison between the Association and the University of Alberta Medical Students' Association;
- 11.8.9 introduce the ENAA Elect to their duties and portfolio and facilitate the transition of authority to the new ENAA; and
- 11.8.10 report the content of Board and committee meetings, teleconferences, and communications to the ENAA Elect at least once per month from the date the ENAA Elect is elected or acclaimed until he/she takes office.

Alberta Medical Association Ambassador (AMAA)

11.9 The Alberta Medical Association Ambassador (AMAA) shall:

- 11.9.1 be the representative of the Association at the AMA Representative Forums and the AMA Board of Directors meetings. The AMAA shall be responsible for relations between the two Associations at the Board and Assembly level, and shall provide oversight to ensure that there is a PARA Member on such AMA Committees that the two Associations agree upon;

- 11.9.2 oversee the coordination of advocacy efforts with the AMA particularly at the Representative Forums, including, but not limited to, issues such as health policy and medical education issues;
- 11.9.3 introduce the AMAA Elect to their duties and portfolio and facilitate the transition of authority to the new AMAA; and
- 11.9.4 report the content of Board and committee meetings, teleconferences, and communications to the AMAA Elect at least once per month from the date the AMAA Elect is elected or acclaimed until he/she takes office.