



PARA EXECUTIVE BOARD ROLES AND RESPONSIBILITIES

The PARA Executive Board is the Board of Directors of PARA, which is composed of the Officers and Directors of the Association. The Officers of PARA are the President and Past President. The Directors are all other members of the Executive Board.

First and foremost, you are a champion for PARA. Support PARA events and initiatives. Be an ambassador for all resident physicians in Alberta. Listen to your colleagues' concerns – don't give advice unless such advice is approved by PARA's CEO and the PARA Executive Board.

After you are elected, before you take office (February-June)

1. Read PARA's Code of Conduct, Mission, Vision, Strategic Direction and the PARA Objects and PARA Bylaws.
2. Provide PARA with your contact information (current mailing address and preferred email).
3. Prior to taking office, you will be invited to attend the last Assembly Meeting of the academic year (normally at the beginning of May) and you must attend the first Assembly Meeting in August.
4. You will be invited to attend any related External Committee meetings with your mentor in order to introduce you to the committee and assist in the transition.
5. You are expected to attend the Executive Retreat at the end of May (mandatory). At the retreat you will meet with the current Executive Board member, who will assist with the transition into your role. It is imperative that you understand what is expected from you.

After you take office (July onward)

1. It is expected that you will attend every Assembly Meeting. If you are unable to be physically at the meeting, PARA will provide teleconferencing contact information to Executive Board members to ensure participation at the meeting.
2. It is expected that you will attend two Executive Board in-person meetings. These are one day meetings that are normally scheduled for a Saturday or Sunday.
 - Fall (late September/early October) – focus is on goal setting for the year
 - Winter (late January) – focus is on mid-year review and strategic planning for rest of year
3. As either chair or co-chair of an internal committee, it is your responsibility to contact your committee members after the first Assembly Meeting (this meeting is usually held in late August). It is advisable to hold your first teleconference with your committee within two weeks after the first Assembly Meeting.

4. You will be invited to attend any related External Committee meetings. A written report from the External meetings you attend is expected from you for the Assembly Meeting package. You will receive from PARA staff the report template and a copy of the last report from that committee meeting.
5. Communication in a timely fashion with PARA's staff is expected. Planning events and the logistics of those events require the staff to know whether or not you are attending an Assembly Meeting, an Executive Board teleconference, social function, an external committee meeting or internal committee meeting.
6. You are expected to prepare a verbal report for the Assembly Meetings. The verbal report summarizes what meetings you attended, or will be attending, and any issues regarding your representation of the general members of the Association.
7. Communicate any issues or problems from your colleagues to the appropriate PARA staff member.

General Duties and Conditions (excerpt from PARA's Bylaws)

1. With the exception of the Past President, all Board Members shall be elected in accordance with *Article VIII: Election and Removal of Board Members and Assembly Delegates*.
2. With the exception of the Past President and Honorary Members, all Board Members shall reside in the Province of Alberta.
3. In addition to other specified duties and powers assigned elsewhere in the Bylaws, the Board shall:
 - i. Take the initiative in developing and implementing general policies and actions for the Association;
 - ii. Implement all policies and actions approved by the Board or Assembly; and
 - iii. Be responsible for the strategic direction and managing the implementation of the affairs of the Association between meetings of the Assembly.
4. All Board Members shall adhere to their respective job descriptions as determined by the Board on an ongoing basis and provided to each Board Member at the beginning of their respective term.
5. All Board Members may be assigned specific powers and duties as deemed necessary by the Board or Assembly.
6. All Board Members are responsible for advising the Association office if they are unable to attend an Assembly meeting scheduled in accordance with *Article XVI: Notification of Meetings*.