



## 2026-2027 Board of Directors Position Descriptions

- **President**
- **Director, Finance**
- **Director, Calgary and Southern Alberta**
- **Director, Edmonton and Northern Alberta**
- **Director, Resident Affairs**
- **Directors at Large (four 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
- 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
- Member of the following PARA committees:
  - Executive/HR Committee

### Director, Finance

- Oversight of financial operations of the Association
- Oversight of governance for the Association, including Bylaws 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
- Member of the following PARA committees:
  - Executive/HR Committee
  - Finance Committee – Chair
  - Governance Committee – Chair

### **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

### **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

### **Director, Resident Affairs**

- Oversight of wellness opportunities and advocacy
- Oversight of leadership and education opportunities and advocacy
- Chair of the PARA Advisory Council

### **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