

## PARIM President Duties & Expectations

1. Holds ultimate responsibility and accountability for day-to-day decisions regarding the operations of PARIM.
2. Chairs the Executive meetings and Town Hall meetings.
3. Sets the yearly schedule for all meetings in advance of Transition/Handover meeting in consultation with office staff and the Vice President.
4. Prepares the agenda for Executive & Board meetings with the Vice President at least a week in advance of the meeting.
5. Acts as the deciding vote at Executive & Board meetings if the decision is split equally.
6. Ex officio member of all PARIM Committees.
7. Attends, prepares for, and participates in meetings as necessary with PGME, WRHA, CMO etc., either alone or with the Vice President, as the resident representative(s) and actively advocates for resident issues.
8. Attends and presents at the PGME New Resident Orientation in June.
9. Responds in a timely and professional manner to inquiries from external stakeholders, in consultation with the Vice President and/or Executive Director where appropriate, and with PARIM's best interest in mind.
10. Communicates with PARIM staff/leadership and others in a timely manner with PARIM's best interest as the first priority.
11. Responds to e-mails (either internal or external) ideally within 24 hours, but no more than 3 days after the e-mail was sent (unless the e-mail specifies a different timeline).
12. Acts as the face of PARIM when engaging with external stakeholders, government representatives, and the media.
13. Acts as a signing officer for PARIM business and finances.
14. Responsible for supervision of the Executive Director.
15. Sits on the Doctors Manitoba Board of Directors as the representative for residents.
  - a. Attends full-day Board meetings, starting with the June meeting (the first meeting of the Doctors Manitoba term for board members), and approximately once every two months thereafter, and actively contributes to discussions.

(Breakfast, lunch, and an honorarium are provided by Doctors Manitoba for each meeting.)

- b. The President's last Board meeting with Doctors Manitoba is the AGM in May and the President-elect begins attending in June.
  - c. Attends and actively participates in the Canadian Medical Association General Council meeting as a voting delegate, representing Manitoba physicians in general and resident doctors specifically. Appropriate preparation for, and active participation in, all voting sessions is expected. (Expenses are covered by Doctors Manitoba.)
16. Serves as the President delegate to Resident Doctors of Canada and attends their Board meetings and AGM. The RDoC Board of Directors will usually meet face to face 5 times a year. Please note that the dates and locations of the meetings may be subject to change:
- a. Annual General Meeting/RDoC Board of Directors Meetings: **June 13-14 2020** (Hamilton) and **June 12-13 2021** (St. John's).
  - b. RDoC board of Directors Meetings: **September 12-13 2020** (Ottawa), **November 28-29 2020** (Ottawa), and **March 6-7 2020** (Ottawa). Ideally, the President will attend the AGM immediately following their election, as well as the one the following year.  
In addition, there will be Board teleconferences held or emails distributed between the face-to-face meetings to address key issues in a timely fashion. Board Members are expected to attend all in-person and telecommunications-based Board meetings.
17. Serves as Past President for one year following the term as President and fulfills the duties outlined in "PARIM Past President Duties & Expectations".
18. Communicates with the PARIM Executive and staff in a timely manner regarding any questions, concerns, or delays that arise.
19. Evaluates the position of President over the course of the term and updates the job description accordingly to allow for smooth handover to the new President at the end of the academic year.