



PARIM Director-at-Large Duties & Expectations

1. Attend all Board meetings and contribute to discussions.
2. Collaborate with PARIM Executive and staff to ensure that resident concerns are addressed and that PARIM members are aware of how to find information (and are receiving notices, etc.)
3. Co-Chair the Social and Wellness Committee.
4. Take on extra duties as agreed upon, for example, attending stakeholder meetings, assisting in PARIM events, etc.
5. Respond to e-mails in a timely manner (for any communication without a specific due date, a response within 3 days is preferable, but no longer than within a week).
6. Communicate with the PARIM Executive and staff in a timely manner regarding any questions, concerns, or delays that arise.
7. Evaluate the position of Director-at-Large Rep over the course of the term and update the job description accordingly to allow for smooth handover to the new Director-at-Large at the end of the academic year.