



PARIM Resident Doctors of Canada Rep Duties & Expectations

1. Attend all Board meetings and come prepared to give an update on national issues discussed at RDoC as well as contribute to other conversations.
2. 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).
3. Attend RDoC Board meetings in Ottawa and the RDoC AGM (location TBA; expenses for all meetings are covered by RDoC) and provide a brief written report to the Board outlining discussions at the Board meetings, preferably within one week of each meeting
4. Engage actively with the RDoC Board at face-to-face meetings and with correspondence with PARIM's best interest as the first priority.
5. Communicate regularly with the President to ensure accurate representation of PARIM's concerns at the national level. Ensure the concerns of Manitoba residents in general are accurately represented by engaging with residents at PARIM Board meetings and through other means as necessary.
6. Liaise between PARIM and RDoC staff and/or Board as needed.
7. Communicate with the PARIM Executive and staff in a timely manner regarding any questions, concerns, or delays that arise.
8. Evaluate the position of RDoC Rep over the course of the term and update the job description accordingly to allow for smooth handover to the new RDoC Rep at the end of the academic year.

From the RDoC office

Resident Doctors of Canada (RDoC) represents over 9,000 resident doctors across Canada. Established in 1972, we are a not-for-profit organization providing a unified, national voice for our Membership. RDoC collaborates with other national health organizations to foster excellence in training, wellness, and patient care. Through its Board of Directors, RDoC provides a unique opportunity for you to represent the interests of residents across Canada and help shape the environment in which we work and train.

RDoC seeks a candidate from Manitoba to fill **one (1)** position on the RDoC Board of Directors.

Any candidate must be an RDoC Member in good standing, and must possess any of the following attributes:

- Governance skills (previously served with other organizations as a Board Member or executive Member; e.g. Secretary, Vice President, Treasurer, Committee Chair, etc.)

- Management skills (previous experience in policy, advocacy, medical education, professionalism, communications, wellbeing).
- From all specialties (Family Medicine and all Royal College specialties).
- Previous RDoC representation as a liaison representative or an RDoC Committee / Working Group Member.
- Specific skills in finance, legal issues, strategic planning, human resources, leadership, IT.

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.

- Annual General Meeting/RDoC Board of Directors Meetings on **June 13 - 14, 2020** (online due to COVID-19) and **June 12 - 13, 2021** (St John's, Newfoundland and Labrador).
- RDoC board of Directors Meetings: **September 11 – 13, 2020** (Ottawa – includes 1-day Board retreat on September 11), **November 28 - 29, 2020** (Ottawa), and **March 6 -7, 2021** (Ottawa).
- 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.

Elected RDoC Board Members serve for a one year term. Board Members may stand for election for additional terms to the RDoC Board, provided that they remain RDoC Members in good standing, and meet the performance/job description expectations for serving as an RDoC Board Member.

Candidates nominated by PARIM will be contacted by RDoC and provided with detailed information about their RDoC responsibilities. The election of the Manitoba RDoC Board member will take place as part of the 2017 RDoC AGM.

For more information about the nomination process, contact jburleson@parim.org.
For more information about the RDoC Board or elections process, contact Beth Sneyd at bseyd@residentdoctors.ca or 613-234-6448.