



PARIM Vice President Duties & Expectations

1. Provides regular input on PARIM decisions with PARIM's best interest in mind.
2. Attends and actively participates in all Executive, Board, and Advisory Council meetings.
3. Chairs all Board meetings.
4. Prepares the Agenda for Board meetings.
5. Helps set the yearly schedule for all meetings in advance of Transition/Handover meeting in consultation with office staff and the President.
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 President, as the resident representative(s) and actively advocates for resident issues.
8. Assists in the presentation at the PGME New Resident Orientation in June.
9. Communicates with PARIM staff/leadership and others in a timely manner with PARIM's best interest as the first priority.
10. 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).
11. Acts as a signing officer for PARIM business and finances.
12. Contributes to the performance review of the Executive Director.
13. In the absence of the President, carries out all presidential duties including:
 - a. Holds ultimate responsibility for day-to-day decisions regarding the operations of PARIM
 - b. Chairs Executive & Advisory Council meetings

- c. Acts as the deciding vote at Executive & Board meetings if the decision is split equally
 - d. Responds in a timely and professional manner to inquiries from external stakeholders, in consultation with the Executive Director where appropriate
 - e. Attends meetings normally attended by the President
 - f. Acts as the face of PARIM when engaging with external stakeholders, government representatives, and the media.
14. Acts as the alternate Doctors Manitoba Board Member:
- a. If the President is unavailable, attends full-day Board meetings, starting with the June meeting (the start of the Doctors Manitoba term for board members) and then approximately once every two months, and actively contributes to discussions. (Breakfast, lunch, and an honorarium are provided by Doctors Manitoba for each meeting.
15. The Vice President may be needed to attend RDoC meetings on behalf of the President; however, if this were needed, the feasibility would have to be confirmed with Resident Doctors of Canada.
16. Communicate with the PARIM Executive and staff in a timely manner regarding any questions, concerns, or delays that arise.
17. Evaluate the position of Vice President over the course of the term and update the job description accordingly to allow for smooth handover to the new Vice President at the end of the academic year.