



PARIM Board of Directors Duties and Expectations

Program Delegate

The role of the Program Delegate(s) is to represent the interests and concerns of the residents in the specialty groupings to the PARIM Board. There are 5 groupings: Primary Care, Medicine, Peri-Operative, Diagnostic, and the Remote, Rural, and Bilingual Groupings.

Each Program Delegate for their respective grouping will have a term lasting close to one year. The term will start on the date that the election results are announced publicly to PARIM membership and will end the following year on June 30th. A PARIM member may run and be elected for multiple terms as a Program Delegate. Please see PARIM By-Laws for more details.

PARIM Program Delegate Duties include:

1. Attend all PARIM Board Meetings and attend both Advisory Council meetings. Come prepared to all meetings ready to contribute to discussions and provide updates on concerns from their respective grouping members. If a Program Delegate is unable to attend a Board Meeting or Advisory Council meeting, they are required to provide due notice in writing and must make alternative arrangements to provide any updates to the PARIM Executive and Board. Sufficient efforts should be made to resolve any scheduling conflicts.
2. Advocate actively for PARIM grouping members. Communicate and collaborate with PARIM Executive, Board, and staff to ensure that concerns from grouping members are addressed in a timely manner and that members are aware of how to find information (receiving updates, weekly emails, etc.)
3. Participate, at a minimum, as a member on two PARIM Committees or as a Chair of one PARIM committee
4. Be familiar, and act in full compliance, with the PARIM By-Laws (specifically Article VI – Board of Directors Duties and Responsibilities) and the terms of the Collective Agreement. Consult with members, bring forward any concerns or problems within the grouping membership related to the By-Laws or Collective Agreement to the attention of the PARIM Executive, Board, or staff as appropriate.
5. Communicate with grouping members via email (in coordination with your fellow Program Delegate if applicable), at minimum four times per year:
 - 1) Early in the term to introduce yourself as the Program Delegate(s), explain your roles and how members can contact you with questions and concerns.



- 2) Prior to the Fall Advisory Council to actively recruit participants
- 3) Prior to the Winter Advisory Council to actively recruit participants
- 4) In May, prior to the Annual General Meeting.

Further email communication can be sent as deemed necessary to keep grouping members informed of advocacy initiatives, concerns, or requests for engagement. Remember to 'CC' the PARIM office (parim.office@gmail.com), the president (president@parim.org), and the vice president on all group emails. Remember to 'BCC' all emails of grouping members so as to not share personal information.

6. Respond to emails in a timely manner. For communications without a specific due date, a response within 3 days is preferable, but no longer than one week.
7. Appropriately respect the confidential nature of PARIM matters.
8. Ensure that each grouping member contact list is actively updated, with the help of the PARIM executive assistant.
9. Reflect upon the position of Program Delegate for each respective grouping over the course of the term, update the job description accordingly, and document any ongoing issues to allow for a smooth transition at the end of the academic year.
10. If an elected Program Delegate graduates from residency (and is thereby no longer a member of PARIM) prior to June 30th of a given year, the membership should be provided with at least a 2 week notice via email that directs them to:
 - a. Communicate solely with the other Program Delegate if there are two Program Delegates representing a single grouping or;
 - b. Communicate directly with PARIM staff and the PARIM President in the event of a single Program Delegate until the next Program Delegate(s) is elected.

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