

CALGARY & SOUTHERN ALBERTA AMBASSADOR

ROLE AND RESPONSIBILITIES

- ▶ Ambassador to the University of Calgary's Postgraduate Medical Education Office
- ▶ PARA Board representative for PARA members enrolled with the U of C
- ▶ Support to PARA Assembly delegates enrolled with the University of Calgary
- ▶ Liaison between PARA and the U of C Medical Students' Association

INTERNAL RESPONSIBILITIES

- ▶ Monthly Executive Board videoconferences
- ▶ Report on committee meetings and other relevant communications
- ▶ Mentorship of incoming CSAA – introduce to duties and responsibilities (normally done at Executive Retreat)

MEMBER OF THE FOLLOWING

EXTERNAL COMMITTEES

Calgary Area Medical Staff Society (CAMSS) and Zone Area Forum (ZAF)

- ▶ Monthly meetings:
 - ▶ Dates/locations are posted on CAMSS website (<http://albertazmsa.com/camss>)
 - ▶ Virtual; 5:30-8:30 p.m.
- ▶ Two ZAF meetings annually
- ▶ Proxy and Observers are welcome; notification to meeting contact required
- ▶ Dress Code: business casual (no jeans)

U of C PGME Meetings

- ▶ Meetings are scheduled by the PGME office
- ▶ No observers or proxy allowed
- ▶ PARA ambassador has voting privileges
- ▶ Dress Code: business casual – (no jeans)
- ▶ PARA Assembly report required

INTERNAL COMMITTEE

Nominations & Awards Committee (NAC)

- ▶ Co-chair (with ENAA)
- ▶ See Guidelines and Terms of Reference for details

YOUR COMMITTEES

Nominations & Awards Committee (NAC)

TERMS OF REFERENCE

To ensure that PARA Awards are given each year and to ensure that PARA nominations for stakeholder awards are prepared and submitted.

Objectives

- ▶ To ensure that resident physician awards are given – Resident of the Month (ROM), Resident Physician Leadership Award and Resident physician Mentorship and Teaching Award.
- ▶ To ensure that PARA Awards of Excellence for Clinical Teaching and Resident Physician Well-being are given each year to all possible recipients (U of A, U of C, and rural).
- ▶ To ensure that the PARA Interdisciplinary Awards are given each year.
- ▶ To ensure that the PARA Conference Sponsorship recipients are chosen in a timely manner.
- ▶ To ensure that the Wellness Research Initiative funds are awarded each year.

Expectations of Committee Members

- ▶ To actively participate in all teleconference meetings.
- ▶ To actively promote awards with colleagues and encourage nominations for the awards both internal (ROM, Resident Physician Mentorship, Resident Physician Leadership and Conference Sponsorship) and external (Clinical Teaching, Well-being, Interdisciplinary).
- ▶ To actively participate in the determination of award winners.

Membership

- ▶ Calgary & Southern Alberta Ambassador (Co-chair)
- ▶ Edmonton & Northern Alberta Ambassador (Co-chair)
- ▶ Assembly Delegates
- ▶ General Members
- ▶ PARA Staff Lead

Reporting Relationship

- ▶ Advisory to the PARA Assembly
- ▶ Accountable to the PARA Executive Board

Term

Annual

Meetings

NAC should meet as needed by teleconference in order to make the decisions required regarding the awards.

GUIDELINES

Roles and Expectations of the NAC

- ▶ Champion improving the awareness of resident physicians and stakeholders of PARA awards and opportunities.
- ▶ Liaise with program liaisons, chief residents, general members, program directors, staff and other health-care providers to recruit nominations for the PARA Awards.
- ▶ Adjudicate, [where necessary], recipients for the PARA Awards and opportunities, including but not limited to, the PARA Awards of Excellence - Clinical Teaching and Well-being, Interdisciplinary Award, Resident Physician of the Month Award, Resident physician Leadership Award, and the Resident physician Mentorship and Teaching Award.
- ▶ Select the sponsorship recipients for the PARA Conference Support Program from applications received.
- ▶ Select the recipients for the Wellness Research Initiative funding from the applications received.

Roles and Expectations of the NAC Co-Chairs

- ▶ Provide direction and leadership to committee members on nomination recruitment.
- ▶ Schedule and chair meetings to adjudicate recipient decisions where required.
- ▶ Ensure documentation of the meetings' proceedings.
- ▶ Report to the PARA Staff on committee decisions.
- ▶ Report to the PARA Assembly on committee decisions.

Roles and Expectations of the Staff lead

- ▶ Advise NAC on previous award outcomes to ensure diverse recipients.
- ▶ Action award delivery and communication.