



Executive Position: Vice-President, President and Past-President

Length of Term & Time Commitment

The executive is composed of the president, the vice-president, the past-president, the treasurer, and two members at large (specialist and community family practitioner).

The vice-president shall be appointed at the fall Annual General Meeting or by a general election if more than one candidate is nominated. The term begins on January 1, 2024. The elected individual will hold a position on the EZMSA executive for three (3) years.

The vice-president will hold office for a one (1) year term and shall succeed the president upon the expiration of the president's term. The president shall hold office for a one (1) year term. The individual will then fill the past-president role for one (1) year.

The expected time commitment is at minimum equivalent to:

- 0.1 Full Time Equivalent (FTE) (four hours per week) for the vice-president;
- 0.2 FTE (eight hours per week) for the president; and
- one day per month (eight hours) for the past-president.

Roles & Responsibilities

Vice-President

- Assists the president in the performance of their duties.
- In the absence of the president, performs the functions of the president.
- Is a member of the executive.
- Serves as acting president if the office of the president becomes vacant.

President

- Represents all medical staff at the zone level, advocates for member interests, promotes physician wellbeing, and assists medical staff in advocating for the patients.
- Presides over all meetings.
- Facilitates compliance with the Alberta Health Services Medical Staff Bylaws and Rules;
- Develops and maintains relationships with other Zone Medical Staff Associations, Medical Staff Association Site Leaders, Alberta Medical Association (AMA), Faculty of Medicine and Dentistry, College of Physicians and Surgeons of Alberta (CPSA), Covenant Health, Alberta Health and Alberta Health Services (AHS).
- Provides overall leadership and strategic direction.
- Maintains responsibility of the mandate for the EZMSA.
- Chair of all EZMSA meetings.
- Signs all documents requiring an official signature of the EZMSA.



- Is the official spokesperson for the EZMSA by meeting with:
 - government, AMA, CPSA, Covenant Health and AHS; and
 - media.
- Interacts with the membership by responding to correspondence, attending meetings, returning phone calls and providing outreach.

Past-President:

- Mentors the incoming president.
- Is acting for their role in the absence of the president and vice-president.
- Is an active member serving on the executive for one (1) year.

Benefits of Joining

- Demonstrate and develop your leadership skills.
- Expand and invaluable network of your peers.
- Support your organization and your profession.

MEETINGS	# PER YEAR	# HRS PER MTG	TIME
EZMSA Executive Orientation in January	1	2 days	Full days
EZMSA Executive	14-18	1.5	TBD
EZMSA Council	2	2.0	5:30-7:30 PM
EZMSA Zone Advisory Forum (ZAF)	2	2.0	5:30-7:30 PM
Zone Medical Administrative Committee (ZMAC)	10	2.5	8:00-10:30 AM
ZMAC Agenda Planning*	10	1.0	
Provincial Practitioner Executive Committee* (PPEC)	10	2.5	7:30-10:00 AM
PPEC Agenda Planning	10	1.0	
Council Zonal Leaders* (CZL)	4	3.0	1:00-4:00 PM
AMA Rep Forum* – Spring and Fall alternate between Calgary & Edmonton	2	2 days	Full days
Awards/Annual General Meeting (AGM)	1	3.5	5:30-9:00 PM
<i>Other meetings as called by the President</i>	ADHOC		

*Meetings only attended by the president.

All meetings take a break for July and August.

All executive may not miss more than five of the combined EZMSA Executive, Council and ZAF meetings per year. ZMAC meetings are shared attendance between the whole executive. Each member is required to attend at minimum six of the 10 meetings for ZMAC.



Remuneration

These positions receive an annual stipend of \$35,000 for the vice-president, \$55,000 for the president, and \$12,000 for the past-president. Reasonable expenses incurred outside of regular requirements of the position are also reimbursed and align with AMA guidelines.

Additional hourly honoraria (as per the remuneration policy) is provided if the individual attends: EZMSA committees, AHS Search Committee, AHS Physician Orientation, AHS Zone Application Review Committee, AHS Medical Staff Bylaws and Rules Review Committee, AHS Zone Medical Administrative Committee, AHS Provincial Practitioner Executive Committee, AHS Hearing Committee, AHS Immediate Action Review Committee, AMA Representative Forum, AMA Council of Zonal Leaders, and ad hoc meetings.

Required Skills and Experience

- Must be a member of good standing with the EZMSA.
- Discretion and trustworthiness.
- Demonstrate an ability to act objectively and make decisions based on what is best for the Executive and the organization.
- Ability to work in a team environment and foster a collaborative atmosphere on the Executive.
- Strategic and analytical ability to lead and make decisions for the organization.
- Proven relationship building with members and external stakeholders.
- Uphold the EZMSA:
 - Mission: physicians advocating for health.
 - Vision: engaged physicians, sustainable healthcare and healthy community.
 - Values: advocacy, growth and learning, integrity and community connection.
 - Mandates: advocacy, learning and connecting.