Executive Network Officer Roles in Brief

Home Office:
158 Pearl Street
Toronto ON M5H 1L3

Chapter President or Interest Group Chair Home Office Contact: Sarah Pendlebury spendlebury@rnao.ca ext 208	The central person in the executive acts as a crucial point of contact for Home Office and brings together the work of the whole team. Key responsibilities include: • Organize and chair executive meetings • Produce Members' Voices reports to share the work of the group Represent the group: - in public, - at RNAO meetings like the Assembly, Annual General Meeting, and the Annual Day at Queen's Park; and - in the media as needed - recruit, mentor and support other executive members in their roles
Communications Executive Network Officer Home Office Contact: Daniel Punch dpunch@rnao.ca ext 250	The Communications ENO is the hub of communications with the public and the media. As part of the executive team, this person: • Edits the group newsletter • Writes media releases and opinion pieces (with the support of Home Office) • Monitors media and raises the profile and prestige of nurses • Takes photos and documents group events

Finance **Executive Network Officer** **Set up event registration** Home Office Contact: Kumudhini Thavaraj kthavaraj@rnao.ca ext. 221	The Finance ENO provides the financial management for the executive team, and their duties include: • Create a budget each year, together with the rest of the executive • Keep a bank account and records of the groups' revenue and spending • Provide financial reporting to Home Office annually
Membership Executive Network Officer Home Office Contact: Carrie Edwards cedwards@rnao.ca ext. 222	The Membership ENO is the person on the executive team concerned with recruiting and retaining members to the group. To this end they are engaged in: • Recruitment efforts for potential members; i.e. events, displays, email or regular mailings • Engaging and encouraging existing members to get involved • Recognizing great members by submitting nominations for RNAO Recognition Awards, together with the rest of the executive team • Reaching out to former members to ask them to rejoin, either by email, letter, or by phone • The Membership ENO may contact Home Office throughout the year to distribute communications via email to members.
Policy & Political Action **Executive Network Officer** Home Office Contact: Annie Ytterberg rnaopolicy@rnao.ca ext. 214	The Policy and Political Action executive member (PPAN) is the leader responsible for the group's advocacy efforts, and is the point person for political action activities. Their role includes: • Meetings with politicians as part of Queen's Park Day and Queen's Park on the Road (QPoR) • Acting on and disseminating Action Alerts to members and engaging them on issues of concern to nurses and nursing students • Providing a strong voice for nursing during elections, by connecting with candidates and organizing health-care all-candidates debates

Social Media and Information Technology Executive Network Officer Home Office Contact: Adam Zarboni azarboni@rnao.ca ext. 274	This new position is the point person for the group's profile online. As part of the executive team, their responsibilities can include: • Managing the groups social media presence – on Twitter, Facebook and/or LinkedIn. • Updating your group's page: - http://chapters.rnao.ca for Chapters - http://rnao.ca/connect/interest-groups or freestanding sites for Interest Groups Working closely with the communications ENO, the social media person reaches out to members and engages them in the goals and the work of your group online.
Student Liaison Home Office Contact: David McChesney dmcchesney@rnao.ca ext. 201	The student liaison is an associate of RNAO who provides the student perspective to the executive. They are charged with connecting to the nursing student community, doing outreach and encouraging other students to join and get involved in the group activities.
Workplace Liaison Executive Network Officer Home Office Contact: Patti Hogg phogg@rnao.ca x220	This role is exclusive to chapters and regions without chapters, due to its geographical focus. As a member of the executive, the Workplace Liaison ENO is responsible for connecting with workplaces and with workplace liaisons in their area. They bring the interests of nurses at work to the executive and help to recruit new individual workplace liaisons in nursing workplaces when needed.