

NSO EXECUTIVE - JOB DESCRIPTION – VICE CHAIR

2.1 It shall be the duty of the **VICE-CHAIR** to:

- a. Work in conjunction with the CHAIR to develop and fulfill the goals, mission, and mandate of the NSO through said duties, responsibilities, and activities of the CHAIR.
- b. Chair executive meetings and AGM meeting when CHAIR is absent
- c. Provide leadership and undertake the duties of CHAIR over the NSO when CHAIR is absent.
- d. Perform such duties as assigned by executive or CHAIR. Attend as an alternate at all AGM's, BOD meetings, Assembly's, and Conferences where NSO representation is needed (RNAO, ONA, CNA, CUPN, CAAT, CNSA, and IG's) and where the CHAIR is unable to attend.
- e. In collaboration with the CHAIR, prepare and manage an annual budget for NSO activities which include: workshops, conferences, meetings, town halls, and joint ventures with other student nursing, and inter-professional groups, organizations, and associations.
- f. Responsible for incorporating charitable work into the administration of the NSO.
- g. Act as an ambassador for the RNAO and the NSO.
- h. Act as the liaison between NSO and CNSA.
- i. Support and maintain membership through diversity activities.
- j. Has voting privileges in the governance and administration of the NSO. Has one (1) vote.
- k. Is a democratically elected position.
- l. Must have at least one (1) year experience on the previous NSO EXECUTIVE**