

NSO EXECUTIVE - JOB DESCRIPTION – MEMBERSHIP OFFICER

4.1 It shall be the duty of the **MEMBERSHIP OFFICER** to:

- a. Provide and maintain an up to date contact list for NSO/RNAO student representatives/ambassadors/liasons at each nursing educational institution.
- b. Provide and maintain an up to date contact list for NSO/RNAO student representatives on provincial committees (Finance, Policy, Education, Practice, Research, NGG Steering Committee, MOH Joint Provincial Nursing Committee (JPNC), EAC RN Journal, and Membership).
- c. Be the point of contact for all NSO/RNAO student members and facilitate/coordinate communication amongst the NSO executive and the NSO/RNAO student members.
- d. Work in collaboration with the RNAO Membership Department to recruit and retain student liaisons at nursing schools wherever needed.
- e. Act as a resource for RNAO/NSO liaisons to DEVELOP NSO recruitment campaigns, lunch and learns, and conferences on provincial nursing school campuses.
- f. Encourage membership of RNAO and NSO through active participation in membership campaigns (when applicable or feasible).
- g. Prepare and manages annual budget for NSO activities related membership recruitment and retention.
- h. Act as an ambassador for the RNAO and the NSO.
- i. Act as the liaison between NSO and CNSA.
- j. Support and maintain membership through diversity activities.
- k. To submit a quarterly report (every 4 months) to all executives, indicating their NSO activity.
- l. Has voting privileges in the governance and administration of the NSO. Has one (1) vote.
- m. Is a democratically elected position.
- n. Is a position that can be renewed from the previous year's NSO executive (2 year consecutive maximum).
- o. In the absence of a nomination, this position can be appointed at the discretion of the President, Vice-President and Past-President under advisement of the Presidents Council.