

NSO EXECUTIVE - JOB DESCRIPTION – COMMUNICATIONS & PUBLIC RELATIONS OFFICER

6.1 It shall be the duty of the **COMMUNICATIONS & PUBLIC RELATIONS OFFICER** to:

- a. Act as secretary (recording of the minutes) for executive meetings in person or via teleconference.
- b. Set, and amend the agenda for all NSO meetings.
- c. Provide leadership for the communications, public relations and public activities of NSO.
- d. Liaise with home office communication department staff as appropriate.
- e. Maintain an up to date contact list for all executive members 10
- f. Be primarily responsible for all internal and external communications.
- g. Responsible for development and distribution of content for the website and social media resources in collaboration with NSO Executives.
- h. Consult with RNAO IT team as necessary for website maintenance.
- i. Prepare and manages annual budget for NSO activities related to communications and public relations.
- j. Act as an ambassador for the RNAO and the NSO.
- k. Act as the liaison between NSO and CNSA.
- l. Support and maintain membership through diversity activities.
- m. To submit a quarterly report (every 4 months) to all executives, indicating their NSO activity.
- n. Has voting privileges in the governance and administration of the NSO. Has one (1) vote.
- o. Is a democratically elected position.
- p. Is a position that can be renewed from the previous year's NSO executive (2 year consecutive maximum).
- q. 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.