

NSO EXECUTIVE - JOB DESCRIPTION – COMMUNICATIONS ENO

- 6.1 It shall be the duty of the **COMMUNICATIONS ENO** 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 Chair, Vice-Chair and Past-Chair under advisement of the Chairs Council.