

## **NSO EXECUTIVE - JOB DESCRIPTION – SOCIAL MEDIA ENO**

### **Section 7**

**7.1** It shall be the duty of the **SOCIAL MEDIA ENO** to:

- a. Communicate with the RNAO Home Office Information Management and Technology contact and Social Media.
- b. The Social Media ENO shall be responsible to draft and post communications on NSO's social media platforms.
- c. Ensure the NSO's RNAO website is kept current, and other duties that may be required by the Executives requiring communication through the website and other social media platforms, e.g. Facebook, Twitter, Instagram and LinkedIn.
- d. The Social Media ENO will work closely with the RNAO Information Management and Technology staff to maintain an interactive online presence that is engaging and informative to environmental health advocates.
- e. 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.
- f. Chair executive meetings and AGM meeting when CHAIR is absent
- g. Perform such duties as assigned by executive or CHAIR.
- h. Has voting privileges in the governance and administration of the NSO.
- i. Has one (1) vote.
- j. Is a democratically elected position.