

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

### **Section 7**

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

- a. Communicate with the RNAO Home Office Information Management and Technology contact and Social Media .
- b. The Social Media Officer 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 Officer 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 President to develop and fulfill the goals, mission, and mandate of the NSO through said duties, responsibilities, and activities of the President.
- f. Chair executive meetings and AGM meeting when PRESIDENT is absent
- g. Perform such duties as assigned by executive or PRESIDENT.
- h. Has voting privileges in the governance and administration of the NSO.
- i. Has one (1) vote.
- j. Is a democratically elected position.