

## **NSO EXECUTIVE - JOB DESCRIPTION - COMMITTEE COORDINATORS**

5.1 It shall be the duties of the **COMMITTEE COORDINATORS** to:

- a. Assist NSO Executives in the development of NSO workshops, conferences, meetings, town halls, and joint ventures with other student, nursing, and interprofessional groups, organizations, and associations.
- b. Responsible for (in collaboration with NSO Executives) the planning, organization, logistics, facilitation, and promotion of NSO activities.
- c. To collaborate with the Membership Officer and the RNAO Membership Department in maintaining relations and communication with student liaisons across the province.
- d. Act as a resource for RNAO/NSO liaisons to ORGANIZE AND FACILITATE NSO recruitment campaigns, lunch and learns, and conferences at provincial nursing schools.
- e. Encourage membership of RNAO and NSO through active participation in membership campaigns (when applicable or feasible).
- f. In collaboration with the membership officer, prepares and manages microbudgets for NSO activities related to membership recruitment and retention strategies at provincial nursing schools.
- g. Act as an ambassador for the RNAO and the NSO.
- h. Act as the liaison between NSO and CNSA.
- i. Support and maintain membership through diversity activities.
- j. To submit a quarterly report (every 4 months) to all executives, indicating their NSO activity.
- k. Has voting privileges in the governance and administration of the NSO.  
Has one (1) vote.
- l. Is a democratically elected position.
- m. Is a position that can be renewed from the previous year's NSO executive (2 year consecutive maximum).
- n. 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.