

## Brief MHNIG Executive Team Job/Role Descriptions

### **Policy and Political Action Executive Network Officer ('s) Role and Responsibilities**

#### **include:**

- a. Attending and reporting at teleconferences and the AGM.
- b. Assisting with the development of the goals and objectives of MHNIG that relate to policy and political action.
- c. Working with the political process to keep members and the Executive informed.
- d. Forming liaisons with nursing and other organizations as appropriate.
- e. Attending political action meetings hosted by RNAO (ie. Annual Day at Queen's Park).
- f. Attending the MHNIG executive team monthly meetings

### **Membership/Education Officer Role & Responsibilities include:**

- a. Planning and coordinating arrangements for workshops and other educational initiatives.
- b. Planning and coordinating the educational component of the AGM (RNAO AGM & MHNIG)
- c. Collaborate with Satellite Chairpersons to plan and coordinate workshops
- d. Coordinate the bursary awards with the assistance of the Past-President and the RNAO foundation.
- e. Compile twice annually, and make available to the Executive, a current MHNIG membership list – either in print or an electronic file.
- f. Collaborate with Satellite Chairpersons to plan and coordinate a membership drive with the RNAO Director of Membership.
- g. Actively recruit members to MHNIG through mailings and postings in the newsletter or on the web site.
- h. Attend meetings at RNAO as required pertaining to membership.
- i. Submit and post upcoming educational events of interest to members through the newsletter and the web site.
- j. Attending the MHNIG executive team monthly meetings

### **Social Media Executive Network Officer Role & Responsibilities include:**

- a. Managing the group's social media presence (Facebook, Twitter, Instagram etc)
- b. Updating the group's media pages routinely
- c. Working closely with the communications ENO, the social media person reaches out to members and engages them in the goals and the work of the MHNIG online
- d. Routinely attends MHNIG Executive Team meetings monthly to provide updates
- e. Attending the MHNIG executive team monthly meetings

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### **Student Liaison Role & Responsibilities include:**

- a. Advocating with fellow students/faculty about psychiatric/mental health nursing.
- b. Keeping Executive team updated about student learnings in psychiatric & mental health nursing.
- c. Recruit more students to become members of the RNAO/MHNIG.
- d. Submit articles for inclusion in the newsletter and the web site.
- e. Attend the AGM and contribute to the collective RNAO/MHNIG collective mission, vision & goals.
- f. Attending the MHNIG executive team monthly meetings

### **CFMHN Ontario Representative Role & Responsibilities include:**

- a. Representing the MHNIG at CFMHN Executive table
- b. Reporting back to MHNIG Executive about issues arising in the national context
- c. Submitting reports to the newsletter and web site.
- d. Attending the AGM.
- e. Submitting a report about MHNIG in the CFMHN newsletter
- f. Attending the MHNIG executive team monthly meetings

### **Region/Satellite Representative's Role & Responsibilities Include:**

- a) To provide a forum through which issues of interest or concern to psychiatric/mental health nurses within a specific region may be studied or discussed.
- b) To take representative action on behalf of nurses with respect to regional mental health issues in collaboration with the MHNIG Executive and the RNAO.
- c) To advise the MHNIG Executive.
- d) To assist in fulfilling MHNIG objectives.
- e) Attending the MHNIG executive team monthly meetings