



RAINBOW NURSING INTEREST GROUP

DUTIES OF OFFICERS / Executive Network Officers (ENO)

ELECTION PROCESS

In every other year, members shall elect:

1. President (if no President-Elect).
2. Finance ENO.
3. Communication / Secretary ENO.
4. Membership ENO.

In every other year (as opposed to the one above), members shall elect:

1. President-Elect ENO (if no President-Elect).
 2. Policy, and Political Action ENO.
 3. Social media ENO.
 4. Workplace Liaison ENO.
 5. B.Sc.N. Student liaison.
- A call for nominations to be an Electoral Candidate will be sent to the RNIG membership.
 - Nominations received will be checked to ensure that they meet the requirements to stand for office (e.g. meet the criteria for the position applying).
 - Nominations be voted on by the membership if these are more than one candidate for each position.
 - Elections will be based on one member - one vote from the RNIG membership.
 - RNAO staff will facilitate online voting.

DUTIES OF OFFICERS / Executive Network Officers (ENO)

A. THE CHAIR(S)/ PRESIDENT(S) - ENO:

It is a two-year term.

RESPONSIBILITIES:

- To preside at or designate an alternate to preside at all meetings of the RNIG and Executive Committee.
- To attend at least 1 of 2 assembly meetings in Toronto, held twice in a year; or to send a designate to represent the RNIG.
- To exercise general control and supervision over the affairs of the RNIG.
- To prepare the agenda, the reports, and review the previous minutes before presented to the Executive to ensure accuracy.
- To prepare an annual report two (2) weeks prior the AGM in collaboration with Executive members.
- To present an Annual Report.
- To coordinate the nomination process and conduct the election of officers every year as required.
- To represent RNIG as voting delegate to the RNAO's AGM or to identify an alternate from the Executive members to act as voting delegate at the AGM/ Assembly.
- to respond to pertinent correspondence;
- to initiate communication on issues related to the RNIG's objectives;
- to send information to the members, e.g. Newsletters, reports, and other relevant information to LGBTQ+ via electronic modalities.
- to develop relationship with other nursing organizations.
- to keep RNAO informed of issues affecting RNIG members and collaborate in order to have an appropriate follow-up on these issues.
- to report to the executive on tasks or activities that were delegated to her/ him.

B. THE CHAIR-ELECT/ PRESIDENT-ELECT:

After a one-year term, he/ she becomes Chair(s) / President(s).

RESPONSIBILITIES:

- to assume leadership functions as delegated by the President.
- to learn about the organisation and current goals of the RNIG.
- to communicate with the membership through the Newsletter in the capacity of editor.
- to support of the executive members in writing an article for each Newsletter.
- to solicit the input of members in writing an article for each Newsletter.
- to write and distributes the Newsletter (minimum of 2 times per year).
- to support the Chair(s) / President(s) for the activities of the association.

- to assist the Chair(s) / President(s) with correspondence and organizational responsibilities.
- to report to the executive on tasks or activities that were delegated to her/ him.
- to prepare an annual report three (3) weeks prior the AGM and to submit to the President.

C. THE PAST-PRESIDENT:

After a two-year term as President, becomes Past-President for one (1) year.

RESPONSIBILITIES:

- to provide continuity between past and current executive.
- to assist with long term planning.
- to assist the Chair(s) / President(s) with short-term and long-term planning.
- to support the new Chair(s) / President(s) for the activities of the association.
- to assist the Chair(s) / President(s) with correspondence and organizational responsibilities.
- to report to the executive on tasks or activities that were delegated to her/ him.
- to prepare an annual report three (3) weeks prior the AGM and submits to the President.

D. THE FINANCE ENO:

It is a two-year term.

RESPONSIBILITIES:

- to keep a record of all monies received and expended.
- to issue and sign cheques for payment of authorized expenditures.
- to place funds in the bank.
- to prepare an annual financial report at the end of the fiscal year and send it to the Chair(s) President(s) for a complete review.
- Once the annual financial report is approved, to send a copy to the Director of Finances at RNAO home office and to present the annual financial report at the Annual General Meeting.
- To invest funds as directed by the Executive.
- to prepare, in consultation with the President, an Annual budget to be approved by the Executive at the latest in January of each year.
- to verify the amounts received in accordance with the membership numbers of our association and to report to the Executive.
- to ensure that all expenses are paid within one month received.
- to keep the Chair(s) / President(s) informed if any financial issues arise.
- to monitor the bank statements to ensure that all incomes and expenses are recorded.
- to pay accounts owing in accordance to the approved budget.
- to report to the executive on tasks or activities that were delegated to her/ him.
- to prepare an annual report three (3) weeks prior the AGM and submit to the Chair(s) / President(s).

SIGNING AUTHORITY

- The signing officers of the RNIG shall be the Treasurer and two of the following: Chair(s) / President(s) or one other member of the Executive Committee to be determined annually by the Executive Committee.

Fiscal Year

- The fiscal year of the RNIG shall begin on November 1st and end on October 31st each year.

E. THE COMMUNICATION AND SECRETARY ENO:

It is a two-year term.

RESPONSIBILITIES:

- To keep records of all proceedings of the RNIG including a record of all meetings of the RNIG and Executive Committee.
- To send a copy of the minutes of any such meeting to the Executive Committee members.
- To send a copy to RNAO home office after it is approved by RNIG Executive.
- To produce and distribute the RNIG Newsletter after a review is done by the Executive members.
- To assess and provide for communication needs of members re: RNIG goals.
- To develop external media released re: RNIG and related issues.
- To develop and produce promotional material re: RNIG.
- To assist and support other committees in communicating about issues to the membership and the community at large.
- To submit list of current executive members of RNIG to President, list to be forwarded to RNAO home office (e.g. September).
- To assess and make recommendations re: electronic and internet communication with members (e.g., e-mail, web pages).
- To represent RNIG on related committees as requested by the Chair(s) / President(s) or Executive Committee.
- To keep records of executive, of general, and of annual meetings.
- To take and distribute minutes of meetings to the executive after they have been reviewed by the Chair of the meeting.
- To help enhance the profile of the association and its work by letting the Communications' Department at RNAO Home Office know about events you think deserve coverage or attention.
- To inform RNAO Home Office about media coverage members receive as a result of interviews with local media outlets
- To attend one (1) assembly meeting in Toronto or suggest a designate to the Chair(s) / President(s) to represent the RNIG.
- To report to the executive on tasks or activities that were delegated to her/ him.

- To prepare an annual report three (3) weeks prior the AGM and submit to the Chair(s) / President(s).

F. THE MEMBERSHIP ENO:

It is a two-year term.

RESPONSIBILITIES:

- To administer bursaries and awards (advertise, review applications, make selections).
- To contribute to the planning of RNIG conferences/workshops.
- To monitor and respond to calls from members and non-members regarding the role and activities of and benefits of membership in RNIG.
- To recognize the contributions of individual members (e.g., retiring Executive members).
- To plan and co-ordinate member events, including Annual General Meeting activities.
- To identify the number of members by contacting the RNAO membership dept. at home office (minimum 3 times per year - January, April, and end of October).
- To verify with the membership dept. of RNAO home office (at the latest in December), to ensure that all executive members are current with their membership of RNIG and provide to the Chair(s) / President(s).
- To update the RNIG membership brochure as needed.
- To report to the executive on tasks or activities that were delegated to her/ him.
- To prepare an annual report three (3) weeks prior the AGM and submit to the Chair(s) / President(s).

G. THE POLICY AND POLITICAL ACTION ENO:

It is a two-year term.

RESPONSIBILITIES:

- To provide leadership for political action activities within RNIG and responding to RNAO Action Alerts.
- To network with stakeholders and establish political strategies as appropriate to the issue arising in collaboration with the Chair(s)/ President(s) and other Interest Group members.
- To recommend a course of action on policy issues to the Executive Committee
- To advise the Executive and RNAO on emerging issues.
- Represent RNIG on related committees as requested by the Chair(s) / President(s) or Executive Committee.
- to identify issues related to nursing and LGBTQ+ practice and to inform the executive committee.
- to act as a consultant for the executive on political matters.
- to prepare resolution(s) to be submitted to RNIG membership and/ or RNAO's AGM; and be reviewed by RNIG executive first.
- to report to the executive on tasks or activities that were delegated to her/ him.

- to prepare an annual report three (3) weeks prior the AGM and submit to the Chair(s) / President(s).

H. THE SOCIAL MEDIA ENO:

It is a two-year term.

RESPONSIBILITIES:

- to assist the RNIG in being visible on social media.
- to keep a positive image of the LGBTQ+ while improving visibility.
- to coordinate the social media activities.
- to serve as a liaison with the executive and activities on social media about issues arising.
- to report to the executive on tasks or activities that were delegated to her/ him.
- to prepare an annual report three (3) weeks prior the AGM and to submit to the President.

I. The Workplace Liaison ENO:

It is a two-year term.

RESPONSIBILITIES:

- to assist the executive in recruiting more RNIG members.
- to improve visibility of our association in workplaces where possible.
- to coordinate communication to be circulated to workplace RNIG members.
- to collaborate with RNIG Executive and RNAO home office in facilitating the recruitment of new members.
- to serve as a liaison with local workplace liaisons.
- to report to the executive on tasks or activities that were delegated to her/ him.
- to prepare an annual report three (3) weeks prior the AGM and to submit to the President.

J. THE B.SC.N. STUDENT(S) LIAISON:

It is a two-year term.

RESPONSIBILITIES:

- To provide input to RNIG Executive and RNAO on relevant issues from a student's perspective.
- To promote RNIG and RNAO's perspectives, links, resources and awards to peers in nursing programs.
- To identify community and home health nursing student education issues to RNIG.
- To network with other student nursing associations, especially the Provincial Nursing Students' Interest Group (Nursing Students of Ontario-NSO) and / or, when possible, the Ontario Regional Director of the Canadian Nursing Students' Association (CNSA) on a regular basis.