

### **Brief Summary of NRIG Executive Roles**

<b>Chair</b>	<p>The central person in the executive acts as a crucial point of contact for Home Office and brings together the work of the whole team. Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Organizes and chairs executive meetings</li> <li>• Produces Members' Voices reports to share the work of the group</li> <li>• Represents the group: <ul style="list-style-type: none"> <li>○ in public,</li> <li>○ at RNAO meetings (Assembly meetings, Annual General Meeting, and Queen's Park Day)</li> <li>○ in the media as needed</li> </ul> </li> <li>• Recruits, mentors and supports other executive members in their roles</li> </ul>
<b>Chair-Elect</b>	<ul style="list-style-type: none"> <li>• Supports the NRIG Chair in above duties for a one year term</li> </ul>
<b>Past-Chair</b>	<ul style="list-style-type: none"> <li>• Mentors and assists NRIG Chair for one year term</li> </ul>
<b>Finance Officer</b>	<p>Provides the financial management for the executive team:</p> <ul style="list-style-type: none"> <li>• Creates a budget each year, together with the rest of the executive</li> <li>• Keeps a bank account and records of the groups' revenue and spending</li> <li>• Provides financial reporting to RNAO Home Office annually</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Keeps accurate records (minutes) of all NRIG executive meetings</li> </ul>
<b>Communications Officer - Website</b>	<ul style="list-style-type: none"> <li>• Edits the website as required (adds, deletes or edits information as required)</li> </ul>
<b>Communications Officer -Newsletter</b>	<ul style="list-style-type: none"> <li>• Prepares newsletters (approx. 3 times / year) for distribution to NRIG members</li> </ul>
<b>Membership Officer</b>	<p>Responsible for recruiting and retaining members to the group:</p> <ul style="list-style-type: none"> <li>• Engages and encourages existing members to get involved</li> <li>• Maintains up-to-date membership numbers by contacting RNAO</li> </ul>
<b>Policy &amp; Political Action Officer</b>	<p>Responsible for the group's advocacy efforts:</p> <ul style="list-style-type: none"> <li>• Meets with politicians as part of Queen's Park Day and Queen's Park on the Road (QPoR)</li> <li>• Provides a strong voice for nursing during elections, by connecting with candidates and organizing health-care all-candidates debates.</li> </ul>
<b>Member-at-Large – NRIG Board</b>	<ul style="list-style-type: none"> <li>• Supports the NRIG Chair in assigned duties</li> </ul>
<b>Member-at-Large – Social Media</b>	<ul style="list-style-type: none"> <li>• Maintains NRIG communications on social media sites (such Twitter, Facebook and Instagram)</li> </ul>
<b>Student Representative</b>	<ul style="list-style-type: none"> <li>• Provides the student perspective to the executive</li> <li>• Connects to the nursing student community through outreach and encouraging other students to join and get involved in the group activities.</li> </ul>