



Summary of NPIG Executive Roles

NPIG Executive Positions

The following NPIG Executive positions define and provide the key functions of interest group executive member roles, with resources and support from RNAO's home office. The following positions make up an interest group executive:

- Chair/Chair-Elect
- Communications Executive Network Officer (ENO)
- Social Media ENO
- Finance ENO
- Membership ENO
- Policy and Political Action Network(PPAN) ENO
- NP-Student Liaison ENO (2)



NPIG Chair

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:

- Organize and chair executive meetings
- Produce Members' Voices reports to share the work of the group
- Represents NPIG at RNAO meetings (Assembly, AGM, and Queen's Park Day) as well as in the public and the media as needed
- Recruit, mentor and support other executive members in their roles
- Ensure dissemination of information from RNAO to executive and chapter/region without chapters/interest group members
- Manage funds along with the Finance ENO
- Provides guidance and mentorship for the Chair-Elect to assume the Chair position

NPIG Chair-Elect

The Chair-Elect in the executive is the person who has been elected as the incoming Chair. Key responsibilities include:

- Chair executive meetings in the absence of the Chair
- Attends regular NPIG Executive meetings
- Represents NPIG at RNAO meetings (Assembly, AGM, and Queen's Park Day) as well as in public and media as needed

Communications ENO

The Communications ENO is the hub of communications with the public and the media. As part of the executive team, this person:

- Collaborates with RNAO related to media releases and opinion pieces
- Monitors media including NPIG Facebook (FB) page and raises the profile and prestige of NPs
- Takes photos, shoots videos and documents group events
- Attends RNAO Assembly annually (usually twice per year)

Social Media ENO

The Social Media ENO is the point person for the NPIG's social media profile. As part of the executive team, their responsibilities can include:

- Managing the group's social media presence using platforms such as the NPIG webpage, FB page, and Twitter
- Working closely with the Communications ENO, the social media person reaches out to members and engages them in the goals and the work of your group online
- Managing and updating the NPIG website and FB page
- Attends RNAO Assembly annually

Finance ENO

The Finance ENO provides the financial management for the executive team, and their duties include:

- Create a budget each year, in collaboration with the executive
- Keep a bank account and records of the group's revenue and spending
- Provide financial reporting to home office quarterly with your member's voices



Membership ENO

The Membership ENO is the person on the executive team engaged with recruitment and retention of members to NPIG. Their duties include:

- Recruitment strategy for potential new members (events, displays, email or regular mailings)
- Engaging and encouraging existing members to get involved (home office can assist in coordinating email communications to members)
- Recognizing outstanding members by submitting nominations for RNAO Recognition Awards, in collaboration with the executive team
- Attends RNAO Assembly annually (usually twice per year)

Policy and Political Action Network (PPAN) ENO

The PPAN ENO is the person responsible for the group's advocacy efforts and is the point person for political action activities. Their role includes:

- Meetings with politicians as part of Queen's Park Day (February), Queen's Park on the Road (Fall) and Take Your MPP To Work (Spring)
- Acting on and disseminating action alerts to members and engaging them on issues of concern to nurses and nursing students
- Providing a strong voice for nursing during elections, by connecting with candidates and organizing health-care all-candidates debates
- Attends RNAO Assembly annually (usually twice per year)

NP-Student Liaison ENOs (2)

The NP-Student Liaison ENOs provide the outreach to NP programs and brings the student perspective to the executive. They are charged with connecting to the NP-student community through outreach, presentations, and encouraging NP students to join and get involved in NPIG activities.