



Executive Committee Roles

Title	Responsibilities
Chapter President	<ul style="list-style-type: none"> • Lead the participation of membership • Lead the organization of membership meetings • Lead the organization of executive meetings • Set the agenda for executive meetings • Submit Members Voices in collaboration with the other Assembly Representative and the Regional Representative to the BOD • Liaise with media and involve others as appropriate • Manage Voting Delegates • Attend assembly meetings and RNAO Day at Queen's Park • Coordinate communication between RNAO home office and the rest of the executive • Mentor and support other executive members <p>Home Office Contact: Penny Lamanna - plamanna@rnao.org</p>
Finance Executive Officer	<ul style="list-style-type: none"> • Manage the chapter's finances • Provide financial reports to home office annually and to the members as required • Provide operational management of the region's program to sponsor students to attend the RNAO AGM • Prepare an annual budget for the chapter • Create and update accounting policies and procedures, as needed and present to membership for approval • Liaise with home office <p>Home Office Contact: Bertha Rodrigues - brodrigues@rnao.org</p>
Executive Secretary	<ul style="list-style-type: none"> • Create minutes of executive and membership meetings • Share minutes of meetings with members once approved • Send minutes of meetings to home office once approved • Helps create the chapter newsletter • Manage the voting delegate recruitment and submit list to home office • Manage the regional elections <p>Home Office Contact: Penny Lamanna – plamanna@rnao.org</p>
Policy & Political Action Executive Officer	<ul style="list-style-type: none"> • Liaise with home office as the Policy / Political Action ENO • Provides leadership on policy and political action activities at the local level • Attend RNAO day at Queen's Park and Political Action Assembly • Coordinate education on political action to students and members • Attend political events • Coordinate chapter activities related to federal, provincial and local elections • Respond to action alerts from home office <p>Home Office Contact: Kayla Scott – kscott@rnao.org</p>

WINDSOR-ESSEX CHAPTER

Executive Committee Roles

Title	Responsibilities
Membership Executive Officer	<ul style="list-style-type: none"> • Liaise with home office as the Membership ENO • Welcome new members • Recruit new members and potential executive members • Work with head office to maintain membership lists • Coordinate regional nominations for RNAO awards • Manage RNAO member recognition program locally • Attend Membership Assembly <p>Home Office Contact: Carrie Edwards - cedwards@rnao.org</p>
Communications Executive Officer	<ul style="list-style-type: none"> • Liaise with home office as the Communications ENO • Communicate with Region membership on behalf of the executive • Helps create the chapter newsletter • Enhances the media profile of the chapter • Monitors local media, establishes working relationship with local reporters and works with the communications department at RNAO home office to customize opinion pieces, letters to the editor and media releases. • Attend Communications Assembly <p>Home Office Contact: Melissa Di Costanzo - mdicostanzo@rnao.org</p>
Social Media Executive Officer	<ul style="list-style-type: none"> • Manages the chapter's social media tools such as Facebook Fanpage and LinkedIn • Responsible for updating the chapter's website • Promote chapter events/initiatives/membership through social media • Looks for new and innovative ways to engage membership <p>Home Office Contact: Neil Halper – nhalper@rnao.org</p>
Past President	<ul style="list-style-type: none"> • Acts as an advisor and mentor to the president and executive committee
Student Representatives	<ul style="list-style-type: none"> • Links with baccalaureate nursing students at all campuses in the chapter • Coordinate education related to RNAO for students • Promote and coordinate program to sponsor students to attend the RNAO AGM <p>Home Office Contact: David McChesney - dmcchesney@rnao.org</p>
Workplace Liaison	<ul style="list-style-type: none"> • Responsible for communicating with local workplaces • Represents the interests of local workplace liaisons on the chapter executive committee <p>Home Office Contact: Jody Smith – jsmith@rnao.org</p>

*The RNAO Windsor-Essex Chapter Executive values feedback & suggestions from all members. All members are also welcome & encouraged to contact the Executive directly with questions or comments and/or attend monthly Chapter Executive Meetings.