



Nursing Students of Ontario
Étudiant(e)s Infirmier(ère)s de l'Ontario

Empowering nurses of tomorrow, today.

COMMUNICATIONS & PUBLIC RELATIONS OFFICER

It shall be the duty of the Communications & Public Relations Officer to:

- Act as secretary (recording of the minutes) for executive meetings in person or via teleconference.
- Set and amend the agenda for all NSO meetings.
- Provide leadership for communications, public relations and public activities of NSO.
- Liaise with the RNAO Communications Department staff as appropriate.
- Maintain an up to date contact list for all executive members
- Be primarily responsible for all internal and external communications.
- Be responsible for development and distribution of content for the website and social media resources in collaboration with NSO Executives.
- Consult with RNAO Information Management & Technology Department as necessary for website maintenance.
- Prepare and manage annual budget for NSO activities related to communications and public relations.
- Act as an ambassador for the RNAO and the NSO.
- Act as the liaison between NSO and CNSA.
- Support and maintain membership through diverse activities.
- To submit a quarterly report (every 4 months) to all executives indicating her/his NSO activity.

The Communications & Public Relations Officer:

- Has voting privileges in the governance and administration of the NSO – has one (1) vote.
- Is a democratically elected position.
- Is a position that can be renewed from the previous year's NSO executive (2 years consecutive maximum).
- In the absence of a nomination, this position can be appointed at the discretion of the President, Vice-President, and Past-President under advisement of the Presidents Council.