



PEDIATRIC NURSES INTEREST GROUP (PedNIG)

www.pednig.ca

An interest group of THE REGISTERED NURSES ASSOCIATION OF ONTARIO

Executive Role Descriptions

THE PedNIG EXECUTIVE will consist of:

- President
- President Elect
- Past President
- Finance Officer
- Communication Officer x 2
- Social Media Officer
- Membership Officer x 2
- Education Officer x2
- Policy & Political Action Officer x 2
- Professional Practice Officer
- PedNIG Symposium Chairperson x 2
- New Grad Officer
- Student Officer

DUTIES OF THE OFFICERS OF THE PedNIG EXECUTIVE:

- *President*
 - a. Holds the position for one year as part of a 3 year term; previously being the President Elect and then will acclaim the Past President role.
 - b. Chairs the Provincial Executive and Annual General Meetings and sets the agenda in consultation with other members of the executive
 - c. Attends meetings of the RNO Assembly of Presidents
 - d. Mentors the president elect to assume the president role
- *Past President*
 - a. Holds the position for one year as part of a 3 year term; previously being the President Elect and President role.
 - b. Acts as a resource person and provides continuity for the Interest Group
 - c. Assumes the duties of the President at the request of the president, in the absence of the President or in the event the President is unable to act
- *President Elect*
 - e. This role is filled annually holding the position for one year as part of a 3 year term; with transition into President and then Past President
 - a. Mentored by the President to acclaim the role

- b. Responsible for organizing RNFOO scholarships and a sub-committee of the executive to judge and award the PedNIG bursaries
 - c. Shall represent the Interest Group as the Consultation Representative at the Annual RNAO AGM
- *Finance Officer*
 - a. Acts as a liaison with the RNAO Director of Administration and Finance
 - b. Maintains the accounts on behalf of the Interest Group
- *Communications Officer*
 - a. Acts as a liaison with the RNAO Director of Communications
 - b. Attends annual RNAO Assembly in February focusing on communication
 - c. Responsible for making all updates to the website, blog and communications via RNAO
- *Social Media Officer*
 - a. Attends annual RNAO Assembly in February focusing on communication
 - b. Is responsible for cultivating PedNIG's presence on social media through weekly posts on Facebook/Twitter
- *Membership Officer*
 - a. Acts as a liaison with the RNAO Director of Membership
 - b. Attends annual RNAO Assembly in September focused on membership
 - c. Implements and organizes activities surrounding membership retention in conjunction with the executive; specifically assisting in hosting membership drives in October and nursing week appreciation events in May
 - d. Orders PedNIG swag for events in consultation with provincial executive
- *Education Officer*
 - a. Organizes with Student and New Grad Officers annual student workshops – at present, one in Toronto, and one in Hamilton.
 - b. Provides support to the Symposium Chairperson in assembling a conference planning committee and assist with overall conference planning as needed
- *PedNIG Symposium Chairperson*
 - a. Provides leadership organizing an annual/biennial symposium
 - b. Provides leadership and co-chairs the biennial symposium planning committee
- *Policy & Political Action Officer*
 - a. Involved in lobbying and advocacy activities that affect Pediatric Nursing and Child Health
 - b. Attends and participates in RNAO MPP related events

- i. Queen's Park on the Road
 - ii. Queen's Park Day in February each year
 - iii. Take Your MPP to Work Day events
 - c. Attends Policy and Political Action focused RNAO Assembly in February
 - d. Assists in developing resolutions for the RNAO AGM
- *Professional Practice Officer*
 - a. Work on professional practice projects
 - b. Attends CAPN meetings to provide feedback to provincial executive
 - c. Supporting pediatric certification development
 - d. Assists in developing resolutions for the RNAO AGM
 - *New Graduate Officer*
 - a. Provides perspective of recent graduate from undergraduate nursing program
 - b. Assists in planning and organization of the Student Skills Workshops
 - *Student Officer*
 - a. Liaises between PedNIG and Ontario Nursing students to develop, promote, and facilitate educational and networking opportunities for students.
 - b. Assists in the planning of Student Skills Workshops
 - c. Facilitates attendance to University RNAO interest group fairs
 - d. Attends CNSA Regional Conference and represents PedNIG at a conference booth

Meetings

- a. An annual general meeting will be held in conjunction with the RNAO annual general meeting when possible. Otherwise, the date, time, and place of the annual meeting shall be the decision of the provincial executive.
- b. The provincial executive will meet via teleconference on a bi-monthly basis on odd months and an email executive update will be submitted on even months
- c. Two face to face meetings will be held per year
 - A turnover and visioning meeting to be held shortly after the election results leading into the Fall (August/September)
 - An executive business meeting is to be held in the Spring

For any further IG Guidelines, please refer to the RNAO Chapter, Region without Chapters and Interest Group Executive Guidelines.