

President

Communicate with the RNAO Home Office contact. The President shall supervise the business and affairs of the ONEIG and represent ONEIG during his/her/their term in office. The President shall be a member ex-officio of all committees and perform all duties incidental to the office. The President shall be the ONEIG's representative to the RNAO Home Office. Leadership in building a strong EC is required. The President shall preside at all meetings of ONEIG and perform other duties as assigned by the EC.

Past – president and President-Elect

Communicate with the RNAO Home Office contact. The duties of the Past President and the President-Elect shall be as assigned by the EC and in the absence of the President, the Past president and President -elect shall perform the Presidents duties. Leadership in building a strong EC is required

Financial ENO/ Treasurer

Communicate with the RNAO Home Office Finance and Administration contact. The ENO shall keep or cause to be kept full and accurate accounts of all financial transactions of ONEIG and shall deposit or cause to be deposited all monies and securities of ONEIG in the name of ONEIG in such depositories as may from time to time be designated by the EC. Issuing and signing cheques and arranging for a bank account are required. The F – ENO shall also be responsible to prepare or arrange for the preparation of any necessary statements, such as the annual budget and receipts relating to the financial transactions of ONEIG and shall perform such other duties as may be required by the EC.

Membership ENO

Communicate with the RNAO Home Office Membership contact. The ENO will monitor the member communications whether through the ONEIG email account, the ONEIG website, mail or telephone, and direct communications to an ENO, as needed. Responsibilities to strategize to keep members engaged. Welcoming new members and facilitating their involvement in ONEIG issues, events and committees. Consider strategies for recognition of members within ONEIG and RNAO Home Office. Copies of minutes and or other written resources, such as newsletters are to be sent to the Home Office contact.

Communications ENO

Communicate with the RNAO Home Office Communication contact. The C - ENO will enhance the media profile of the ONEIG and its work on behalf of the nursing profession and the public good.

Working with the Communications Home Office contact, customize RNAO resources for letters to the editor, op-ed pieces, opportunities for interviews in relevant venues. Monitoring of the media, and identifying opportunities for media coverage, establishing relationships with media contacts in communities, as needed, can help support the work with the media. Newsletters, announcements, AGM and meeting agenda's will be written for distribution to the members at large and Friends of ONIEG.

Social Media ENO

Communicate with the RNAO Home Office Information and Technology contact. The social media ENO shall be responsible to post communications on ONEIG's web-site, ensure the ONEIG web-site is kept current, and other duties that may be required by the EC requiring communication through social media. The ENO will work closely with the RNAO. Social media member is to maintain an interactive web site that is engaging and informative to environmental health advocates. This may include creation and maintenance of social media platform(s).

Policy and Political Action ENO

Communicate with the RNAO Home Office Policy/ Political Action contact. 2 positions will be available to be able to accommodate the leadership that is needed in this area. The ENO's will act as an ambassador for political action on behalf of ONEIG at RNAO activities/gatherings. This position will look for networking opportunities, with stakeholders, politicians, healthcare leaders etc. to dialogue, educate, advocate for ONEIG objectives. The ENO's will work closely and actively with the RNAO mandate for environmental health and use the RNAO strategies for political action for policy change and environmental support. ENO's will take leadership on providing feedback from ONEIG, on emerging issues, as requested by RNAO Home office. ENO's will inform the EC of trends, issues, and opportunities relevant to ONEIG's Mission, Vision and Objectives.

Student Representative

The student representative will act as an ambassador to student nurses in Ontario and inform the EC of trends, issues, and opportunities relevant to ONEIG's mission, vision and objectives

Canadian Association of Nurses for the Environment (CANE) Representative

The CANE representative will liaise between the CANE and ONEIG. This will enhance communication between the national nurses group and the provincial nurses group, to support each other in activities and actions to influence optimal environmental health. The CANE representative would also be an RNAO/ONEIG member.