

RNAO DURHAM CHAPTER

MENTEE APPLICATION

Are you interested in becoming involved with the local RNAO chapter? The RNAO Durham Chapter is currently seeking nursing student mentees.

APPLICATION PROCESS

1. Review the following document for details about the mentee position and general expectations.
2. Complete and submit the application at: <https://forms.gle/N3KTzh9CpXUpVGq86>

The application deadline is **November 7th, 2025**.

- a. Name
 - b. Email address
 - c. Year of study
 - d. Tell us about yourself (150 words maximum)
 - e. How will you contribute to the RNAO Durham Chapter (150 words maximum)
3. Successful applicants will be notified by RNAO Durham Chapter through email by **November 14th, 2025**. Applicants will have until **November 19th, 2025** to respond and confirm their acceptance.
 4. If you are chosen for the role, you must attend the Winter Social which will be held in the evening in the last week of November 2025 so that you can be introduced to the chapter!
 5. Please contact rnao.durhamnorthumberland@gmail.com for any questions or more details.

MENTEE EXPECTATIONS & RESPONSIBILITIES

- Attend bi-monthly chapter executive network officer (ENO) meetings and bi-monthly general meetings. Dates are provided in advance and mentees should plan on attending all meetings. In the event that a mentee is not able to attend a meeting, he/she will contact an ENO to inform him/her of their absence. Missing two meetings without providing appropriate notice will lead in remediation.
- Engage and provide meaningful input/ideas to stimulate discussions and planning at bi-monthly chapter ENO meetings. Mentees are expected and encouraged to participate and share ideas during brainstorming sessions.
- Assist with planning, organizing, and coordinating chapter events and initiatives. Mentees will assist with set-up and clean-up, greeting members, hosting tables/booths, and any other necessary tasks at events.
- Responsible for keeping up to date and responding to all forms of communication (eg: emails, documents on Google Drive). Chapter ENOs mainly communicate electronically, and mentees are required to engage in discussions through email and provide input/suggestions when required.

In addition, mentees will also provide assistance to chapter ENOs with their individual roles and responsibilities. Mentees will work collaboratively with chapter ENOs to fulfill their duties. For example, mentees may work with chapter ENOs to plan and organize events for Nursing Week or Take Your MPP to Work. There may also be additional opportunities based on interest, availability, and planning to participate in other events, initiatives, meetings, etc. the chapter or RNAO is involved in.

President ENO

Is the central person in the executive acts as a crucial point of contact for home office and brings together the work from the whole team. The role entails:

- organizes and chair executive meetings
- produce Members' Voices reports to share the work of the group
- represent the group 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 executive network officer (ENO)

Policy & Political Action ENO

The Policy and Political Action executive member (PPAN) is the leader responsible for the group's advocacy efforts, and is the point person for political action activities.

- Actively supports RNAO initiatives by engaging with MPPs, MPs or municipal politicians at RNAO's Queen's Park Day and Queen's Park on the Road.
- Disseminates and encourages participation in RNAO Action Alerts.
- Engages members in issues of concern affecting nursing and nursing students.
- Provides a strong voice for nursing and health care during elections by connecting with local candidates and organizing all-candidates debates for nurses and members of the public.
- Networks with nursing and other health care professionals to identify issues that influence the health of Ontarians (including social and economic issues) and advocates for their attention.
- Demonstrates an understanding of politics, political structure, and policy development.

Membership ENO

The Membership ENO is the person on the executive team concerned with recruiting and retaining members to the group

- Focuses on membership recruitment, retention, and engagement activities (eg: Nursing Week events, New Grad Membership Promotion, display booths & draws at health care organizations).
- Encourages existing members to become involved with the local chapter and RNAO activities.
- Addresses and brings forward member's concerns and questions to chapter ENOs and RNAO Home Office.
- Disseminates and presents members with service pins, certificates, and awards.
- Provides potential and current members with information regarding benefits of RNAO membership (eg: webinars, workshops, professional liability protection, education funding, leadership development opportunities).
- Reports to the chapter ENOs on membership activities and event outcomes.

Communications ENO

The Communications ENO helps spread the word about your chapter, region or interest group to the public and the media. As part of the executive team, this person:

- Records and disseminates minutes from chapter ENO and general member meetings.
- Prepares and writes media releases and opinion pieces (with support from RNAO Home Office).
- Monitors media and raises the profile and prestige of nursing/nurses.
- Seeks out opportunities to obtain media coverage to promote the chapter, nursing profession, health issues, etc.
- Takes photos and documents chapter events.

Finance ENO

The Finance ENO provides the financial management for the executive team of the Chapter, region or interest groups.

- Provides financial management (maintaining bank account, recording all expenses and revenue, signing cheques for payment/reimbursement) for the chapter executive team.
- Prepares and submits financial reports to RNAO Home Office annually.
- Creates a budget each year, with input and collaboration from the chapter ENOs.
- Completes applications forms for requests from RNAO Home Office for additional funding.

Social Media and Information Technology ENO

- Maintains the chapter's online presence through managing social media accounts (eg: Facebook, Twitter).
- Updates events and information on chapter's page on RNAO's website.
- Collaborates with the Membership and Communications ENOs to recruit and engage members, distribute information about chapter initiatives on social media, and bring nursing news to the forefront.
- Seeks to improve the use of technology within the chapter.

Workplace Liaison ENO

This role is exclusive to chapters and regions without chapters, due to its geographical focus.

- Connects with workplaces and workplace liaisons on the Durham area. Recruits new workplace liaisons in nursing workplaces when needed.
- Brings the interests and issues of nursing in the workplace to the chapter executive.
- Enhances communication between RNAO Home Office, local chapter, and nurses in the workplace.
- Collaborates with Membership ENO to engage in strategies for member recruitment and retention.

Student Liaison ENO

The Student ENO is the person on the executive team responsible for providing a student perspective to their respective executive. Their role includes:

- Attend meetings within respective Chapter / Interest Group (IG)
- Attend quarterly meetings with the home office contact, providing updates on new initiatives & student perspectives from their Chapter / IG

- Connect with NSO (Nursing Students of Ontario) to help promote their events and initiatives to their respective Chapter or Interest Group and vice versa
- Liaise with RNAO Student Ambassadors to help promote RNAO student membership campaigns and other initiatives and events
- Connecting to the nursing student community, doing outreach and encouraging other students to join and get involved in group activities.

BENEFITS OF INVOLVEMENT

- Opportunities for networking with nurse leaders and other health care professionals and developing one's own leadership potential.
- Gain a source of support and encouragement from established nurse professionals to inspire and guide one's nursing journey and career development.