

2009 Call for Nominations

Nominations Form for PNEIG Executive Positions for Term of Office April 25th 2009 to April 2010 . Positions to be determined by members in attendance at the **Annual General Meeting of PNEIG**, being held **April 25th, 2009, 0800-1100hrs** at Hilton Suites Toronto/Markham Conference Centre, 8500 Warden Avenue, **Markham**, Ontario. [Description of positions and responsibilities follows below]

President/Chair

Policy/Political Action Officer

Membership & Services Officer

Regional Representative

President/Chair – Elect

Communications Officer

Finance Officer

Student Representative (s)

Circle one: NORTH SOUTH EAST WEST

Candidate Identification:

Name _____

Home Address _____

Town/City _____ Postal Code _____

Home Tel. _____

Work Location _____

Work Address _____

Town/City _____ Postal Code _____

Bus.Tel _____

RNAO/PNEIG Membership No. _____

Candidate Consent:

I, the undersigned, consent to allow my name to stand for election as _____
for the term of office _____ and to act if elected.

Signature of Candidate: _____

Date: _____

For further information contact Marianne Cochrane, Acting President/Chair PNEIG at marianne.cochrane@dc-uoit.ca . **Return completed Nomination forms via Fax:905-721-3189**

by April 20th, 2009 or bring to Annual General Meeting of the Interest Group being held April 25th, at Hilton Suites in Markham Ontario

A quick overview of *Function and Expectations of PNEIG* in keeping with the RNAO Leadership Manual are as follows:

Function of PNEIG:

1. to maintain unity of the Association while serving the nursing education interest of members of the IG
2. to co-ordinate the Association activities at the IG level
3. to provide, where possible, provincial and/or local activities and communication on a regular basis
4. to control and administer funds provided by the Association for PNEIG programs
5. to elect delegates to attend Annual General Meetings of the Association
6. to appoint a representative to attend the Assembly
7. to consider nominations of the Executive of the Association
8. to optimize the role of the nurse through promotion of and participation in Chapters/Region with out Chapters' activities, committees and other interest group activities

Expectations of the PNEIG:

1. to actively represent RNAO on nursing education matters
2. to serve members in nursing education through regular events, programmes and advocacy
3. to keep RNAO informed on nursing education issues that affect nursing and registered nurses
4. to communicate on a regular basis with members to provide and elicit information from them regarding nursing education issues
5. to spend member dues in a responsible manner and to provide annual financial reports locally and to Home Office
6. to lead RNAO recruitment and retention efforts at the nursing educational level

Position descriptions, roles & responsibilities are outlined for each as follows:

President/Chair

- Provide leadership at the IG level
- Act as a link between IG & larger Association activities/initiatives
- Facilitate formation of IG executive to assist in carrying out the business of the IG
- Attends all meetings of the Association's Assembly gatherings (usually x3 per year)
- Participate on Nursing Education Committee of RNAO

President/Chair – Elect (odd years) [Past-President/Chair even years]

- Presides over executive meetings when President/Chair is absent
- Provide leadership & duties of President/Chair over PNEIG when she/he is absent
- Performs such duties as assigned by Executive or President/Chair

- Assumes the role of the President at the end of the President's term of office or assumes the office earlier should the office become vacant between elections
- 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
- May be a signing officer
- Undertakes assigned tasks as designated by the President
- Plans and coordinates arrangements for the PNEIG Annual General Meeting.
- Supports, and assists, the President with her/his duties.
- Coordinates the nomination process and conducts the election of officers at the IG's AGM

Policy/Political Action Officer:

- Provide leadership for political action activities within the Interest Group
- Together with Chair/President, provide leadership for the Speak Out Ontario campaign including the development of a local network of members to plan & implement strategies
- Establish relationships with key political leaders in all parties & network with other stakeholders
- Facilitate responses to action alerts
- Utilize policy documents & position papers to support political action activities
- Forward advice on emerging issues to the Health & Nursing Policy Department & provide input/feedback on policy issues as requested
- Develop a political action plan in preparation for upcoming elections
- Attends Assembly as required (usually x1 in January & Day at Queen's Park)
- Acts as a liaison with the RNAO Director of Policy, Practice and Research
- Becomes involved with lobbying and advocacy activities that affect nursing education nationally, provincially and locally
- Reports on activities at PNEIG executive meetings
- May represent PNEIG at RNAO Policy and Practice Committees as required

Communications Officer:

- Enhance media profile of the Association & its work on behalf of nursing & the public in the communities in our specialty
- Monitor media, & alert the Communications Department to opportunities for media coverage
- Establish working relationship with appropriate media contacts in major media outlets in our specialty area
- Work with communications Department staff to customize Association letters to editor & op-ed pieces for submission to local specialty media outlets
- Attends Assembly as required (usually x1 each year in April)
- Maintains the records of the Minutes of the Executive, Regular Meetings and Annual General Meetings
- Handles the correspondence as delegated by the President
- Acts as a liaison with the RNAO Director of Communications
- Supports and maintains communications with PNEIG members

- May act as a resource for members should they require assistance in writing to local media related to nursing education issues.
- May take the lead for the Newsletter if required by:
 - Contacting members and associated persons regarding submissions to the newsletter
 - Organize & edit information for the newsletter which reflect current issues facing nursing educators
 - Communicates PNEIG's response to these issues
 - Provides a forum for business matters such as calling for nominations or applications for fellowships or bursaries
 - Provides RNAO with website updates

Membership & Services Officer:

- Maintain membership list for IG & follow up with the Home Office Membership Network Resource on membership problems, list inaccuracies
- Contact lapsed members to encourage them to rejoin RNAO
- Contact new members to welcome them to our IG
- Nominate members for RNAO Recognition Awards
- Send a copy of all minute & newsletters to the Department
- Attends Assembly as required (usually x1 each year in September)
- Acts as a liaison with the RNAO Director of Membership and Services
- Implements activities surrounding membership retention and recruitment in conjunction with region representatives
- Obtains and maintains current membership profiles from Home Office
- Provides a membership report at executive and annual meetings
- Responds to membership queries related to joining and receiving mailings

Finance Officer:

- Maintain the bookkeeping and financial records & make them available to the executive & RNAO Home Office
- Prepare budget for IG annual activities or special events as required
- Acts as a liaison with the RNAO Director of Administration and Finance
- Acts as Treasurer, maintaining the accounts on behalf of the Interest Group
- Submits an annual financial statement for review by the membership at AGM
- Submits an updated current financial report at each executive meeting
- Keeps an accurate account of all funds received and expended
- Possesses signatory authority with the President *or President Elect/Past President*
- Sends prepared financial statement and Audit or Review Engagement to RNAO Association office annually as required.

Regional Representative: North / South / East / West [currently non-voting ex-official member on the Executive]

- Represents PNEIG in the area of their designated Region
- Brings forward educational issues from their Region to PNEIG

- Acts as a link to distribute PNEIG information to members/non-members in the Region of coverage
- Collaborate with PNEIG Executive in bringing PNEIG initiatives to their Region
- Advises PNEIG Executive on educational issues for their Region of coverage
- To assist in fulfilling vision/mission of PNEIG

Student Representative

- Represents PNEIG to the Nursing Students of Ontario (NSO)
- Brings forward educational issues from NSO to PNEIG
- Acts as a link to distribute PNEIG information to student nurses
- To collaborate with PNEIG Executive in bringing PNEIG initiatives to student nurses
- Liaises with the student interest groups of RNAO
- Reports on NSO activities at PNEIG executive meetings
- Acts as a liaison between NSO and PNEIG