**ONIG CALL FOR NOMINATIONS, ROLE DESCRIPTIONS**

**(2017-2019)**

***Position Description: Communications Director***

Reports to:

 President, ONIG Board of Directors

Qualifications:

Elected member of ONIG Board

Responsibilities:

* Chair Communication  Committee and report activities to the Board
* To organize and edit information for the ONIG website, which reflects current issues facing health informatics and communicates ONIG's response to these issues
* To coordinate regular communication with members using a variety of social media
* To provide a forum through which the ONIG Board conducts business matters such as call for nominations for the Board or an announcement of criteria for application for bursaries
* To communicate with RNAO regarding website updates
* To prepare Annual Report for AGM

Duration:

 Position held for two (2) years and not to exceed two terms.

### *Position Description: Secretary*

**Reports to:**

President, ONIG Board of Directors

**Primary Function:**

To maintain a record of the activities of the ONIG Board meetings

**Qualifications:**

Elected member ONIG Board

**Responsibilities:**

* To develop and circulate agendas and other pertinent materials for Board meetings
* To record the discussion, decisions, and actions of the ONIG Board meetings and ensure minutes are posted on the website no later than one week following the Board meeting
* To conduct correspondence as requested by the President
* To receive a copy of general correspondence addressed to ONIG
* To ensure the following are carried out: (I) ONIG Application Form is current, (2)
* Maintain all business contacts for ONIG.
* Notify Board members of their election

**Duration:**

Position held for two (2) years