

ONIG CALL FOR NOMINATIONS, ROLE DESCRIPTIONS (2015 – 2017)

Position Description: Communications

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: (1) 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 and not to exceed two consecutive terms.

Position Description: President Elect

Reports to:

President, ONIG Board of Directors

Primary Function:

To perform duties as delegated by the President

Qualifications:

Elected member of ONIG Board of Directors

Responsibilities:

- Have such power and perform such duties as may be assigned by the Board or by the President
- Preside over the Recognition award
- Collaborate with the Communications Director on the planning and circulation of ONIG broadcasts
- In the absence of the President, the president-elect may perform the duties of the President

Duration:

Position held for two (2) years