

Publicity

The publicity executive member is elected at an Annual General Meeting for a two year term.

The duties of the publicity executive member include functioning as a member of the executive and assuming the following specific tasks.

1. Maintains membership list with information provided by CGNA. Presents breakdown of membership at executive meetings (i.e. number of members from community, hospital, long term care, personal care home, students, etc.)
2. Maintains emailing list of key sites (i.e. facilities, educational settings, associations, etc.) and the names of key individuals (i.e. nursing/program leaders, education coordinators, etc.). Circulate MGNA pamphlets, meeting and education notices, annual education day posters, etc.
3. Presents recommendations for membership recruitment to the executive for discussion and approval. Involves members in specific projects as appropriate.
4. Liaises with education executive member to print meeting and education notices.
5. Liaises with media editor to email the newsletter to membership three weeks prior to general meetings and five weeks prior to annual meeting. Includes meeting notices, annual education day registration forms, membership forms etc.
6. Assists the education executive member in planning the Annual General Meeting & Education Day. Specifically develops and prints annual education day registration forms with information from education and approval from executive.
7. Assists with public relations, promoting MGNA activities and publicizing meetings and education sessions in Nurscene and other publications as appropriate.
8. Provides membership and publicity reports at general meetings and annual meetings. Provides copy to secretary.
9. Presents budgetary requirements for the fiscal year (April 1- March 31) to the executive for discussion and approval. Submits expense forms to Treasurer for reimbursement.

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10. Brings membership brochures to all general meetings, AGM and Bi-Annual Education Day.
11. Provides/mails membership packages to new members.
12. Other duties as assigned by president.