

Ontario Network of Injured Workers Groups (ONIWG)
EXECUTIVE POSITIONS JOB DESCRIPTIONS

The **President / Chairperson** shall have the following duties:

- i) Shall chair and co-ordinate all meetings;
- ii) The chair shall be an ex-officio member of all committees;
- iii) Ensure all goals and objectives are formulated and accomplished in the proper manner;
- iv) Ensure proper review of all goals and objectives that are, or are not, attainable;
- v) Ensure where goals and objectives are unrealistic, irresponsible or unattainable, that the proper checks and balances are in place to redirect and establish reasonable and responsible goals and objectives, in order that the network continues to go forward;
- vi) Ensure an honest, open relationship with all executive officers and all injured workers groups across the Province of Ontario, to keep the network moving forward;
- vii) Provide information and support to all injured workers groups across Ontario and ensure appropriate follow-up;
- viii) Act as an official signing officer of Ontario Network of Injured Worker Groups; and
- ix) Be accountable for the finances of the Ontario Network of Injured Worker Groups

e) The **Secretary** shall have the following duties:

- i) a. Keep all books and records and files in proper order;
- b. Handle and approve all press releases, along with the President;
- ii) a. Record minutes of each meeting;
- b. Distribute the minutes to members of the Provincial Executives within two weeks;
- iii) Prepare all agendas for meetings in conjunction with the President;
- iv) Be a strong voice in support of the Ontario network of Injured Worker Groups; and
- v) Draft reports of the provincial executive meetings and provide copies to each injured worker group in Ontario.

f) The **Treasurer** shall have the following duties:

- i) Be accountable for the finances of the Ontario Network of Injured Worker Groups;
- ii) Keep all books and journals in proper order;
- iii) Ensure proper financial accountability for trustee audits;
- iv) Act as an official signing officer of Ontario Network of Injured Worker Groups;
- v) Provide a written financial report at each executive meeting; and ensure that membership is up to date and upon receipt of membership fee that card is forwarded.

g) The **Vice-President** [*proposed amendments to re-name “Regional Representatives”*] shall have the following duties:

- i) Be a strong voice in support of the Ontario Network of Injured Worker Groups;
- ii) Voice concerns of local injured worker groups that they represent;
- iii) Report all major activities to local injured workers groups that they represent;
- iv) Ensure completion of tasks allocated by the Network of Injured Worker Group Executive Committee;
- v) Ensure open relationships and communications with local Injured Worker Groups represented across Ontario; and
- vi) Be obligated to visit each local group on a regular basis at least once per year and contact each local group at least every two months.*

*[*there is a proposed amendment to change the last duty to: “Attend a meeting of each of their assigned member groups on a regular basis at least once per year (in person or virtual) and contact each of its groups at least every three months.”]*

PROPOSED ADDITIONS (only available if constitutional amendments pass at AGM before election)

(6) The **Vice-President** shall have the following duties:

- (a) Support the President in fulfilling their duties;
- (b) Step in for the President when needed; and
- (c) Coordinate and support the Regional Representatives.

(9) The **Communications Officer** shall have the following duties:

- (a) Manage and send communications through ONIWG's mailing list;
- (b) Maintain ONIWG's website;
- (c) Produce communications material for ONIWG (e.g. posters, flyers, etc.); and
- (d) Manage ONIWG's general e-mail address.