



student & new professional  
étudiant et nouveau professionnel

OC-SNP National Executive Positions and Responsibilities

Required of all OC-SNP executive members:

1. Participate on at least one additional committee;
2. Write a minimum of two blog posts per year;
3. Cannot miss more than two teleconference per year

Note: Selection of OC-SNP executive members will give preference to students & new professionals who have been involved with their local chapter.

Position	Responsibilities
Chair	<ul style="list-style-type: none"><li>• Communicate directly and regularly with each OC-SNP National Executive committee member regarding strategies, needs, and growth of OC-SNP</li><li>• Support members of the National Executive through sharing of resources, contacts, and information</li><li>• Develop and lead monthly teleconference agendas</li><li>• Review, edit and finalize all OC-SNP National Executive documents (i.e. teleconference meeting minutes, grant applications, newsletters, website publications, etc.)</li><li>• Govern, coordinate and lead the activities of the OC-SNP organization in the interests of its members</li><li>• Ensure equal representation, inclusion and activities are provided to all regions in Canada</li><li>• Communicate and coordinate with Vice-chair on all decisions and actions</li><li>• Promote communication, collaboration and inclusiveness amongst the OC-SNP membership and within its recruitment endeavors</li><li>• Promote the activities of OC-SNP to your networks</li><li>• Attend quarterly OC Board of Directors meetings and represent the interests of SNPs (travel expenses for these meetings will be covered by OC)</li><li>• Help in the planning and on-site volunteering at the annual OC conference (Canadian Obesity Student Meeting or Canadian Obesity Summit; travel expenses for 1 conference/ year will be covered by OC)</li><li>• Attend all COSM teleconference calls</li></ul>

<b>Vice-Chair</b>	<ul style="list-style-type: none"> <li>● Communicate directly and regularly with each OC-SNP National Executive committee member regarding strategies, needs, and growth of OC-SNP</li> <li>● Support other members of the National Executive through sharing of resources, contacts, and information</li> <li>● Work directly with the Chair in organization and facilitation of monthly teleconference meeting agendas meetings</li> <li>● Along with Chair, review, edit, and finalize all OC-SNP National Executive documents (i.e. teleconference meeting minutes, grant applications, newsletters, website publications, etc.)</li> <li>● Communicate with Chair on all decisions and actions</li> <li>● Fulfill the roles and responsibilities of the Chair if for any reason he/she is unable</li> <li>● Promote communication, collaboration and inclusiveness amongst the OC-SNP membership and within its recruitment endeavors</li> <li>● Promote the activities of OC-SNP to your networks</li> <li>● Attend quarterly OC Science Committee meetings and represent the interests of SNPs (travel expenses for these meetings will be covered by OC)</li> <li>● Help in the planning and on-site volunteering at the annual OC conference (Canadian Obesity Student Meeting of Canadian Obesity Summit) (travel expenses for 1 conference/year will be covered by OC)</li> <li>● Attend all COSM teleconference calls</li> <li>● Assist the Communications Director with encouraging blog posts from SNPs (non-exec), including French posts</li> </ul>
<b>Recruitment Coordinator</b>	<ul style="list-style-type: none"> <li>● Responsible for working with Chapter Representatives (2) to determine locations that need a chapter or inactive chapters that require support.</li> <li>● Help increase new membership, as well as engage current OC-SNP members and alumni</li> <li>● Liaise with student/new professional groups/ reps from other relevant scientific/professional organizations (e.g., Canadian Nutrition Society, Dietitians of Canada, Canadian Public Health Association, Canadian Pharmacists Association) to promote the activities of OC-SNP and facilitate recruitment of new members. Coordinate actions with the Science Committee Representative and Communications Director.</li> <li>● Collect and document contact information for external professional groups and relevant scientific/health organizations</li> <li>● Maintain a detailed record of correspondence with potential OC-SNP recruits</li> <li>● Coordinate with Chapter Representatives and local SNP Chapters to engage members from multidisciplinary faculties and departments</li> <li>● Attend monthly teleconference meetings</li> <li>● Promote the activities of OC-SNP to your networks</li> <li>● Help in the planning and on-site volunteering at the annual OC conference (Canadian Obesity Student Meeting or Canadian Obesity Summit) (travel expenses for 1 conference/year will be covered by OC)</li> </ul>
<b>Special Events Coordinator(s)</b>	<ul style="list-style-type: none"> <li>● Will be the liaison between the SNP Exec and the host institution during a “COSM” year</li> <li>● Attend all COSM teleconference calls</li> <li>● Coordinate OC-SNP networking and social events for each evening at the annual OC conference (Canadian Obesity Student Meeting or Canadian Obesity Summit)</li> </ul>

	<ul style="list-style-type: none"> <li>● Coordinate OC-SNP speaker session/workshop(s) of a topic of interest to engage current and past OC-SNP alumni members at the annual OC Conference (Canadian Obesity Student Meeting or Canadian Obesity Summit)</li> <li>● Coordinate OC-SNP physical activity options at the annual OC Conference (Canadian Obesity Student Meeting or Canadian Obesity Summit)</li> <li>● Liaise with Chapter representatives and local OC-SNP chapters to organize and implement regional or local chapter activities (e.g. speaker venues, networking events, social gatherings, national Pedometer Challenge)</li> <li>● Provide support to the Communications Director and the Social Media Coordinator in the development of the OC-SNP newsletters (e.g. write perspective, highlights, articles)</li> <li>● Attend monthly teleconference meetings</li> <li>● Promote the activities of OC-SNP to your networks</li> <li>● Help in the planning and on-site volunteering at the annual OC conference (Canadian Obesity Student Meeting or Canadian Obesity Summit) (travel expenses for 1 conference/year will be covered by OC)</li> </ul>
<b>Communications Coordinator</b>	<ul style="list-style-type: none"> <li>● Create and share content relevant to the mission of OC and OC-SNP on applicable social media channels (e.g. promote events and link to resources)</li> <li>● Monitor all National Executive social media accounts on a regular basis (e.g., Facebook, Twitter, LinkedIn, Instagram)</li> <li>● Responsible for posting regularly each week on social media and managing the blog posts</li> <li>● Facilitate French language communication between National Executive, OC-SNP Chapters and individual OC-SNP members via monthly newsletter publications, blog posts, and social media</li> <li>● Recruit and Coordinate publication of OC-SNP English and French blogs, including Chapter and SNP Spotlights, Messages from the Exec, Event Recaps and other content.</li> <li>● Consult with National Executive, OC-SNP Chapters, and OC-SNP membership about French language communication needs and service delivery</li> <li>● Collaborate with the Recruitment Coordinator to improve SNP membership recruitment at bilingual and French language universities</li> <li>● Attend monthly teleconference meetings</li> <li>● Promote the activities of OC-SNP</li> <li>● Help in the planning and on-site volunteering at the annual OC conference (Canadian Obesity Student Meeting or Canadian Obesity Summit) (travel expenses for 1 conference/year will be covered by OC)</li> <li>● Actively seek to grow social media following through quality content and engaging with users</li> <li>● The Communications Coordinator position will be bilingual</li> <li>● If there are no Bilingual applicants for the Communication Coordinator role, the role of Francophone Representative will be considered to support the Communication Coordinator</li> </ul>
<b>Resource Coordinator/Secretary</b>	<ul style="list-style-type: none"> <li>● Prepare and maintain official documents of the OC-SNP organization</li> <li>● Take minutes at all official executive meetings and circulate to the National Executive</li> <li>● Coordinate new national executive member applications and internal ranking procedures</li> <li>● Monitor National Executive email account on a weekly basis</li> <li>● Attend monthly teleconference meetings</li> <li>● Promote the activities of OC-SNP to your networks</li> </ul>

	<ul style="list-style-type: none"> <li>● Help in the planning and on-site volunteering at the annual OC conference (Canadian Obesity Student Meeting or Canadian Obesity Summit) (travel expenses for 1 conference/year will be covered by OC)</li> </ul>
<b>Financial Coordinator</b>	<ul style="list-style-type: none"> <li>● Represent the SNPs at the OC National Budget Committee meetings and act as the conduit between the Budget Committee and the OC-SNP National Executive Committee</li> <li>● Actively seek funding opportunities to assist local and national SNP activities</li> <li>● Allocate funds to local SNP representatives for events</li> <li>● Monitor funding applications from local SNP chapters</li> <li>● Attend monthly teleconference meetings</li> <li>● Promote the activities of OC-SNP to your networks</li> <li>● Help in the planning and on-site volunteering at the annual OC conference (Canadian Obesity Student Meeting or Canadian Obesity Summit) (travel expenses for 1 conference/year will be covered by OC)</li> <li>● Attend all COSM teleconference calls</li> <li>● Responsible for assisting the COSM host school with grant applications (e.g. reviewing/editing applications, writing small grant applications, finding sponsors)</li> </ul>
<b>National Chapter Representative (2)</b>	<ul style="list-style-type: none"> <li>● The two OC-SNP Chapter Representatives will be designated an equal number of chapters they will regularly communicate with and support throughout the year.</li> <li>● Chapter Representatives serve as the primary contact for SNPs, and represent the collective voice of regional Chapter Leaders on the National Executive</li> <li>● Responsible for connecting the Recruitment Coordinator with individuals who require support to start or revamp a chapter</li> <li>● Establish rapport with individual chapters at the beginning of the academic year (ideally prior to the beginning of the academic year in September) to familiarize local chapter executives of the OC-SNP mandate; motivate them for the upcoming year; and provide educational and strategic support for chapter operations wherever necessary. Face-to-face or videoconference meetings are recommended. Maintain regular contact throughout the year</li> <li>● Provide support and information for anyone interested in starting a new OC-SNP chapter</li> <li>● Develop and/or update a written resource that provides information for starting and maintaining a OC-SNP chapter</li> <li>● Coordinate a minimum of two Chapter Leadership Teleconference calls throughout the year in order to bring chapters up-to-date on OC initiatives, and to provide a forum where individual chapter leaders can communicate with one another. Coordinate an annual Chapter Leadership Meeting at the annual conference (e.g. COSM or the Canadian Obesity Summit)</li> <li>● Communicate and coordinate with co-Chapter Representative on all decisions and actions</li> <li>● Communicate locally generated items with the Communications Director and the Social Media Coordinator for inclusion in OC-SNP website, OC-SNP blog (e.g. event highlights, SNP features) and social media outlets; ensure representation of all chapters within all OC-SNP communications</li> <li>● Attend monthly teleconference meetings</li> <li>● Promote the activities of OC-SNP to your networks</li> </ul>

	<ul style="list-style-type: none"> <li>● Help in the planning and on-site volunteering at the annual OC conference (Canadian Obesity Student Meeting or Canadian Obesity Summit) (travel expenses for 1 conference/year will be covered by OC)</li> </ul>
<b>Outgoing Chair/ Vice-Chair</b>	<ul style="list-style-type: none"> <li>● Help ensure a smooth transition for the incoming chair and vice-chair into their new roles, by providing support and mentorship, as needed, for the functioning of the new National Executive.</li> <li>● Mentor, support and advise on current activities of OC-SNP National Executive and answering questions that arise throughout the year</li> <li>● Attend monthly teleconference meetings</li> <li>● Promote the activities of OC-SNP to your networks</li> <li>● Help in the planning and on-site volunteering at the annual OC conference (Canadian Obesity Student Meeting or Canadian Obesity Summit) (travel expenses for 1 conference/year will be covered by OC)</li> </ul>
<b>Public Engagement Committee Representative</b>	<ul style="list-style-type: none"> <li>● Appointee by the PEC</li> <li>● Act as an advisor, expert, and volunteer to include the patient voice, concerns and needs in SNP activities and advance the OC strategic plan</li> <li>● Attend monthly teleconference meetings</li> <li>● Promote the activities of OC-SNP to your networks</li> <li>● Reports OC-SNP activities back to the PEC and vice-versa to ensure 2-way communication</li> <li>● Help in the planning and on-site volunteering at the annual OC conference (Canadian Obesity Student Meeting or Canadian Obesity Summit) (travel expenses for 1 conference/year will be covered by OC)</li> </ul>