

Portfolio	Director
<p style="text-align: center;"><u>Communication & Public Relations</u></p> <p>To ensure that communication to the OARN Membership by newsletters is efficient and cost effective:</p> <ul style="list-style-type: none"> • Compare past service provision of RNAO, Peartree and E-Type with present provider First Stage Enterprises and contract with the one deemed most appropriate • Ensure that the OARN Web page, attached to the RNAO Web site, is kept current <p>To enhance knowledge and understanding of rehabilitation nursing as a specialty practice area by:</p> <ul style="list-style-type: none"> • Profiling rehabilitation nursing and the OARN to university nursing students by providing educational sessions within the academic year • Develop an education template and information package for students as aforementioned that is provided by regional members of OARN. <p>To review the mission/vision of the OARN</p>	<p>Kathi Colwell</p> <p>Heather Campbell</p> <p>All</p>
<p style="text-align: center;"><u>Education</u></p> <p>To support educational initiatives by:</p> <ul style="list-style-type: none"> • Hosting a minimum of two education sessions at rehabilitation facilities in Ontario • Organizing a provincial nursing rehabilitation conference in Toronto October 2004 and alternate location fall 2005 • Evaluating RNFOO's administration of the OARN scholarship and either recontract or design an alternative plan • Assessing OARN bursary criteria and advertise bursary availability in the newsletter, OARN web page and through the e mail distribution list 	<p>Debbie Driver/Rob McKenzie</p> <p>Debbie Driver</p> <p>Debbie Driver/Rob McKenzie</p> <p>Debbie Driver/Rob McKenzie</p>
<p style="text-align: center;"><u>Membership</u></p> <p>To achieve a 10 percent increase in membership by:</p> <ul style="list-style-type: none"> • Promoting OARN Membership at the OARN provincial conference 	<p>Megan Perron</p>

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<p style="text-align: center;"><u>Membership, cont'd</u></p> <ul style="list-style-type: none"> • Participating in the RNAO mass mailing of the OARN brochure to all rehabilitation nursing facilities • Creating a membership e mail distribution list that can be used by all portfolio directors as a communication venue • Advocating for the RNAO to create an OARN Directory (preferred format is Word) and distribute to Executive members 	<p>Megan Perron with Jody Smith</p> <p>Megan Perron with Jody Smith</p> <p>Megan Perron with Jody Smith</p>
<p style="text-align: center;"><u>Finance & Treasury</u></p> <ul style="list-style-type: none"> • Produce a balanced operating budget by ensuring that expenditures do not exceed revenue generated • Ensure that the OARN Expense Policy and Guidelines are strictly adhered • Access surplus funds to cover the cost of printing OARN Standards of Practice for Rehabilitation Nurses • Determine if OARN can contribute financially to the translation/printing of bilingual National Standards of Practice for Rehabilitation Nurses related to the Rehabilitation Certification process 	<p>Mary Scarlett</p> <p>Mary Scarlett</p> <p>Mary Scarlett</p> <p>Mary Scarlett</p>

Approved: OARN Executive, June 2004