

NOPRC Vice President Job Description

Title of the position

NOPRC Vice President

Reports to

President, Fellow Board Members, Membership

Overall responsibility

Be prepared to take over the position of President if needed

Key areas of responsibility

- Attend all Board meetings
- Advise Board on USPC procedures
- Education advisor/coordinator
- Special projects coordinator
- Votes on various issues and policies throughout the year

Consults with

- NOPRC Board of Directors
- NOPRC Staff
- Membership and Chapter Officers

Term of appointment

3 years

Qualifications

- Good organizational skills
- Strong communication skills
- Strong writing skills
- Good creative skills

Time Commitment

Approximately two to three hours per week.