

## NOPRC Secretary Job Description

### **Title of the position**

NOPRC Secretary, Board Member

### **Reports to**

President, Fellow Board Members, Membership

### **Overall responsibility**

Keeps Corporate Records organized;

Takes, files, and publishes notes from board and AGM meetings

### **Key areas of responsibility**

- Attends and takes notes at board and AGM meetings
- Keeps and updates corporate records as needed
- 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**

- Organizational skills;
- Computer/technical skills;
- Written and oral communications skills;

**Time Commitment:** Approx. 3 hours per week