

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

2 years

Qualifications

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

Time Commitment: Approx. 3 hours per week