

NOrF

NATIONAL OUTREACH FORUM

Executive Board Member Role Description

Executive Board member

An Executive Board member is responsible, with the Chair, Treasurer and Secretary for the day to day management of the organisation. The Executive Board is responsible for ensuring the organisations objectives are met and that the organisation is developed through strategy planning and development.

Executive Board members will represent the NOrF on various organisations and undertake NOrF projects as required. The Executive Board member should maintain the objectives of the organisation at all times and feed back to the Executive Board in a timely manner.

The position of an Executive Board member is voted in at AGM. Tenure period is two years, but shall be eligible for re election.

Key Responsibilities:

- Attend Executive Board meetings and contribute to planning and meeting objectives.
- Maintain email contact and feed back to the Executive Board as required
- Contribute or lead on NOrF projects and meet deadlines as requested.