

NORF

NATIONAL OUTREACH FORUM

Executive Board Member Role Description

Secretary

The Secretary provides an accessible point of contact for the NORF members and the Executive Board. The role provides a comprehensive problem solving and information service regarding NORF activities and organisation.

The position of secretary is appointed by the Executive Board and voted in at AGM. Tenure period is two years but shall be eligible for re election.

Key Responsibilities:

- Manage and administer membership issues, and maintain an up to date register of members.
- Liaise with treasurer regarding membership payments.
- With the Chair, plan and organise agendas for the Executive Board and other NORF meetings.
- Maintain NORF documentation and repository for archive material pertaining to the organisation.
- Write and distribute minutes of meetings.
- Organise the AGM with the Chair, and ensure the constitution informs election of the Executive Board.