

ROLE DESCRIPTION FOR SECRETARY OF THE NATIONAL OUTREACH FORUM (NOrF)

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

The Secretary holds an executive and advisory role positions within the Board.

The position of secretary is appointed by the 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 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 Board

The NOrF Secretary holds one of the executive role positions within the Board.