

Duty Statement for NRC Secretary

ELIGIBILITY

1. The position of NRC Secretary shall only be open to current invested Rover Scouts.
2. Nominees must be eligible to remain a current invested Rover Scout for the duration of the term of office.
3. Nominees are encouraged to have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.
4. Nominees must have suitable IT skills.
5. Nominees must be able to attend the next NRC Conference.

DUTIES AND RESPONSIBILITIES

1. Make all necessary arrangements so business of the NRC functions smoothly and effectively including, but not limited to, taking the minutes, producing the agenda and maintaining all reports/paper filing
2. Carry out the NRC Secretary responsibilities as outlined in Section 2 of the NRC Terms of Reference in the organising of the annual NRC Conference.
3. Set up NRC Executive and NRC Remote meetings and take the minutes and produce the agenda.
4. Maintain a high level of communication between the NRC Executive and BRC Executives as a whole.
5. Assist the NRC Treasurer with their duties as requested.
6. Update the NRC By-Laws following the NRC Conference or Remote meetings and present for ratification at the next NRC meeting.
7. Assist with the administration of the NRC including the NRC mailing list, BRC Executive contact list, file storage and letters.
8. Obtain reports and papers for the NRC Conference and NRC Remote meetings in a timely manner as set by the NRC By-Laws
9. Obtain copies of Branch Rover Council minutes for historical records.
10. The Secretary will produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.
11. Post agendas, reports, discussion papers, and minutes from NRC meetings online as well as distributed amongst the NRC.