

Duty Statement for NRC Secretary

ELIGIBILITY

1. Fulfill the eligibility criteria in the overarching duty statement for NRC Executive Members.
2. Nominees must have suitable IT skills.

DUTIES AND RESPONSIBILITIES

1. Make all necessary arrangements so business of the NRC functions smoothly.
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. Update the NRC By-Laws following the NRC meetings. and present for ratification at the next NRC meeting.
6. Assist with the administration of the NRC including the NRC mailing list, BRC Executive contact list, file storage and correspondence.
7. Obtain reports and papers for the NRC Conference and NRC Remote meetings in a timely manner as set by the NRC By-Laws
8. Obtain copies of Branch Rover Council minutes for historical records.
9. Post agendas, reports, discussion papers, and minutes from NRC meetings online as well as distributed amongst the NRC.
10. Fulfill the duties and responsibilities in the overarching duty statement for NRC Executive Members.