

## **Role Descriptor for position of EXECUTIVE COMMITTEE MEMBER**

The role of **EXECUTIVE COMMITTEE MEMBER** carries the responsibility to:

- attend Executive meetings, at least one per year, and the Annual General Meeting of the association
- contribute appropriate time, support and skills to fulfilling the **key roles** of the NASACRE Executive Committee.
- undertake representative work on behalf of NASACRE as required
- support the Editor of *SACRE Briefing* and contribute regularly

Specifically, we'd like to fill the following roles as defined in the Constitution:

- 5.2 A Membership Secretary who shall monitor the membership, keep up-to-date records and work with the Treasurer to ensure members have paid their fees on time
- 5.5 A Development Officer who shall oversee the production of a development plan and report to the Executive and Council on its progress

Executive members are currently supporting these roles, so new appointees will shadow an 'experienced hand' and take over a role gradually.

Officially, the term of office is three years (which can be renewed).