

## NOPRC Vice President Job Description

### **Title of the position**

NOPRC Vice President

### **Reports to**

President, Fellow Board Members, Membership

### **Overall responsibility**

Be prepared to take over the position of President if needed

### **Key areas of responsibility**

- Attend all Board meetings
- Education advisor/coordinator
- Votes on various issues and policies throughout the year

### **Consults with**

- NOPRC Board of Directors
- NOPRC Staff
- Membership and Chapter Officers

### **Term of appointment**

3 years

### **Qualifications**

- Good organizational skills
- Strong communication skills
- Strong writing skills
- Good creative skills

### **Time Commitment**

Approximately two to three hours per week.