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| Board Position Title: | **Secretary** |
| Term of Office: | 3 years (January – December) |
| Position Description: Promotes communication through diligent management of the Chapter’s records. |
| Roles/Responsibilities:The Secretary -* Records all proceedings of the NRAJPD during meetings of the Executive Committee, Board, and other meetings.
* Distributes minutes to stakeholders (e.g., Executive Committee, Board, public) in a timely manner.
* Notifies the Board on meeting dates and deadlines.
* Performs routine clerical duties such as drafting correspondence, scheduling appointments, and maintaining paper and electronic files.
* Serves as a member of the Executive Committee.
* Actively participates in all NRAJPD Board meetings and functions.
* Ensures the NRAJPD has the economic resources to fulfill its mission.
* Works to advance the mission of the NRAJPD.
* Serves as an ambassador for the NRAJPD.
* May serve on various committees at the request of the NRAJPD President.
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| Adopted by: | NRA Board of Directors | Date: | October, 2018 |
| Reviewed by: | NRA Executive Committee | Date:  | March, 2020 |
| Updated by: | C & B Committee | Date: | October, 2020 |