



DUTIES OF
THE NITRP
BOARD
MEMBERS

President:

- The President shall take the Chair at all general or Annual General Meetings, Workshops, gatherings, winter school and social events, or, in the event of the President not being available, then the vice-President or elected by members present of the Board.
- The Chairperson presiding at any meeting shall decide all matters of procedure arising thereat not specifically provided for in the Constitution or Rules, and his decision if “bona fide” shall be final.
- Except in cases of emergency, at least seven (7) clear days of notice of a meeting of the Board shall be given.
- A special meeting of the Board may be called at any time by order of the President or, in the absence of the President, by the vice-President, and shall be so called at the written request of at least three members of the Board.
- To evaluate, finalise and sign all official written correspondence.
- To be an authorised signatory in the representation of the NITRP and its accounts.
- May assist in arrangements of functions, meeting, workshops, member or public gatherings.

Vice-President:

- Assist the President.
- The vice-President will preside for the President at meetings when:
 - The President is absent
 - The President wants to debate
 - A personal motion about the President is made.
- Assume the duties of the President if the office becomes unoccupied.
- Performing other duties and responsibilities as assigned by the President.
- May assist in arrangements of functions, meeting, workshops, member or public gatherings.
- Perform other duties that are specified in the Constitution and Rules.

Secretary:

- Maintain accurate written minutes and notes of the proceedings at all meetings.
- Drafting of official letters and correspondence and keeping copies on file.
- Receiving official correspondence and applications while maintaining the official membership roll.
- Process the general correspondence including the agenda for meetings, arrange and send out notices of meeting dates, venue and time together with minutes of previous meetings.
- Booking rooms, venues and conference facilities for functions, meetings, workshops, member or public gatherings and obtaining quotations where applicable.
- To be an authorised signatory of the NITRP accounts.
- Liaising and dealing with enquiries from members and external contacts or organizations. Submit in writing official enquiries from members or external contacts or organizations for further deliberation by the Board.

Treasurer:

- Properly receive and arrange for payments to be made by the NITRP.
- Keep an accurate record of all money received and disbursed.
- Deposit all moneys received in the account designated by the Board as soon as possible.
- Never deposit moneys received by the organization in a personal account.
- Prepare an annual report which shall be submitted for approval to each Annual General Meeting.
- Keep all receipts, bank statements, cancelled checks, etc. for the auditor.
- Inform members whose membership fee is outstanding for more than two months.
- Whenever a Member's membership fee is at least four (4) months in arrears, payment shall be requested per registered letter, and if arrears are not paid within forty-two (42) days of forwarding such letter, membership may be suspended by the Board.
- To be an authorised signatory of the NITRP accounts.
- May assist in arrangements of functions, meeting, workshops, member or public gatherings.
- The 30th day of June shall be the end of the Financial Year.

Public Relations Officer:

- Arrange for birthday wishes, condolences and recognizing important events as per table.
 - Liaising and dealing with enquiries from the general public and submit in writing, official enquiries received from the general public for further deliberation by the Board.
 - Providing general public with information about town and regional planning.
 - Monitor public opinion regarding particular issues.
 - Prepare and distribute media releases, and liaise with and make statements to the media when required.
 - Write, edit and arrange production and distribution of pamphlets and brochures, including managing websites.
 - Plan, develop and manage brand identity.
 - Organising promotional events such as press conferences, open days, exhibitions, tours, visits, campaigns and roadshows related to non-members as required.
 - May assist in arrangements of functions, meeting, workshops, member or public gatherings.
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