NDG Interim Officer Roles

Chair
- Presides at NDG general meetings and NDG core team meetings.
- Acts as representative of NDG.
- Proactively builds relationships and partnerships with various individuals/departments/organizations external to NDG.

Co-Chair
- Performs all the duties of the Chair in the Chair's absence.
- Facilitates functions internal to NDG including supporting committees, sub-committees, and various programs.

Secretary
- Provides support to the Interim NDG Officers, the NDG Leadership Team and the NDG General Membership.
- Gives notice of all meetings to the Interim NDG Officers, the NDG Leadership Team and the NDG General Membership.
- Keeps an accurate record of all proceedings of the Interim NDG Officers, the NDG Leadership Team and the NDG General Membership.
- Responsible for the correspondence of the NDG.

Programing Co-Coordinators
- Coordinate all logistics for NDG programming and events for NDG, including room reservations, interpreting requests, refreshments and other details.