

Associate Officer elected Post criteria, role and yearly duties

Associate Officer	
Post criteria	Scores 1=low 5=high
Education	Degree or equivalent professional qualification
Experience	Interest in dockyards and/or naval history
Experience	Committee work – desirable but not essential
Skill	Written communication 5
Skill	Oral communication 3
Skill	IT 3 (Word, minimum)
Levels required of:	
	Scores 1=low 5=high
Self-awareness	3
Social skills	4
Empathy	3
Motivation	4
Self-regulation	5
Duty	Support and be mentored by NDS Officers
Duty	Employ current GDPR and IP practices
Duty	Contribute to project work, as appropriate
Duty	Attend and report to committee meetings & AGMs
This post collaborates significantly with:... by:...	
All officers	By email

During Covid committee meetings were held online; post-Covid, the committee decided to continue this practice as it saves travel and time. The AGM was also online in 2020 and 2021. This will continue in 2022.

NDS Associate Officer Year

January-March Support and be mentored by an NDS Officer
 April-June Support and be mentored by an NDS Officer
 July-September Support and be mentored by an NDS Officer
 Oct-December Support and be mentored by an NDS Officer
 Through year Assist the Committee in appropriate ways