

Board of Director Openings

Do you have an interest in keeping up with notary law? Do you want to network with other notaries once a month? Do you have good organizational and communication skills?

INM has openings for several Board members. This is a volunteer position where Board members meet once a month in Augusta. We spend two to three hours of time per month doing committee work. Please take a minute and read the position description below, and if you are interested, please contact us. We will collect letters and resumes and then invite those who are interested to a Board meeting.

Position Description

Job Title: INM Board Member

Summary and Scope of Position:

To serve as a volunteer on the Board of Directors for the Informed Notaries of Maine; to work as a team with existing Board directors to ensure that all Maine notaries are educated about the legal, ethical and technical facets of performing a notary act.

Necessary Qualifications: State of Maine notary commission. INM membership helpful, but not required. Willingness and ability to attend board meetings once a month in Augusta, and to spend at least a couple of additional hours per month doing tasks connected to INM to promote the education of notaries in Maine. Ability to be an independent, creative and enthusiastic team member with good oral and written communication skills. Email and computer skills are required in order to communicate with the Board.

Essential Job Functions:

Assist Board members with the following:

- Developing and promoting the highest ethical principles for notaries.
- Increasing public awareness and understanding of the notary's vital function.
- Promoting uniform, modern and effective notarial laws in Maine.
- Planning and participating in the annual education conference.
- Assisting in various committee work of the Board. (Finance, Membership, Public Relations etc.)

Benefits

- Comradery with knowledgeable notaries.
- Working in conjunction with the State of Maine Notary Office (the State has an ex-officio member on our board).
- Keeping up-to-date on notary law.

Please send us a letter describing why you would be interested in this position and resume if desired.