

**Position Title:** AANCA Fresh Eyes  
**Reports To:** ANCA Abettor  
**Position Type:** Permanent  
**Email:** fresheyes@nca.mindseyesociety.org

**Direct Reports:** N/A

**Description of Duties:**

The roles of the AANCA Fresh Eyes position are to bring a set of fresh eyes to documentation, guidelines, and procedures, to find opportunities for us to clarify them, and to question, intelligently and constructively, if “the way we’ve always done it” is really the best, most efficient, or most effective way to do something. Their primary purpose is to review documents and procedures for understanding, clarity, and simplicity. In essence, if they can read it, knowing nothing about the topic at hand, and understand and follow everything written, then the document is pretty good and can probably go as-is. However, if they find parts that are confusing, redundant, or overly complicated, they leave comments for the NCA Staff to review and discuss with them, ensuring that documents are as extensive, and as simple, as possible, to ensure clarity and minimize mistakes or “oops” moments when individuals try to follow them.

This position should be filled by someone who is new to the club in general or to convention work in particular.

Like all permanent staff members, the AANCA Fresh Eyes must file a report monthly on the first.