

# **Administrative Procedures NCURA Region IV**

## **Board of Director Meetings**

### **Attendees**

Incumbent board members will be invited. The Region IV Chair may at their discretion invite committee chairs that are not elected to the board, as well as regional participants on National committees, so that they may share information. Board Meetings are not closed-door meetings and may be attended by anyone in the membership. Attendees are reminded at the start of each meeting that comments are welcome, but voting remains open only to those on the Board.

### **Occurrence**

The Region IV Board of Directors will meet immediately before and after the spring regional business meeting (for meeting debriefing and transition of Region IV Board of Directors), between the spring and national meeting, and at the national NCURA annual meeting.

### **Travel Location and Expenses**

Historically, the summer Region IV Board of Directors meeting has been held in Chicago, as a central point in the region. However, it may also be held in a city being considered by the Site Selection committee for conservation of trips and ease of coordination between the committee chair and treasurer or at a city that is easily reached by several Board members. The location is at the discretion of the Chair.

Funds (which must be reviewed by the Treasurer and approved by the Region IV Chair as reasonable) are available for travel expenses of members attending the summer Region IV Board of Directors meeting.

## **Business Meetings**

### **Attendees**

The general membership of the region are invited.

### **Occurrence**

Region IV will have a business meeting at the spring regional meeting and at the fall national NCURA annual meeting.

### **Travel Location and Expenses**

None provided.

## **Members of the Board of Directors**

### **Officers**

#### **Chair**

The Region IV Chair calls the business meetings of the Board and of the general membership, sets agenda and direction for the year, and represents regional concerns to the national NCURA office. The Chair represents the region as called upon for governance meetings and coordination with other regions. The Chair appoints, with approval of the Board, individuals to serve as committee chairs.

#### **Chair-Elect**

The Chair-Elect's main responsibility centers on the planning and execution of the Spring Regional meeting. See "Program Committee".

#### **Secretary**

The Secretary will record, transcribe, and distribute minutes of the Region IV Board of Directors and regional business meetings. The Secretary will maintain all written non-financial records for the region and send copies of those records to the regional web master for posting.

#### **Treasurer**

The Treasurer will:

- be responsible for the timely payment of the region's bills upon approval by the Region IV Chair,
- maintain the region's checkbook and on-line account balances,
- maintain scanned copies of the region's financial records in a secure folder on the regional website server,
- present a financial report at the fall and spring regional business meetings and the summer Board of Directors' meeting using the national NCURA forms (currently Form 990, Annual Budget, or Six-Month Report) as appropriate for that point in the fiscal year,
- work with each committee chair to develop an annual budget to be approved by the Region IV Chair,
- collect registration forms and fees, maintain attendance lists, and create name tags for the regional meeting (when there is no Treasurer-Elect),
- send an annual Budget and a Form 990, which includes a copy of all expense transactions for the year, to the national NCURA office in January,
- send a Six Month Report to the national NCURA office in July,
- serve as a member of the Region IV Site Selection Committee,
- train the Treasurer-Elect to perform the duties of the Treasurer.

## **Treasurer-Elect**

The Treasurer-Elect will:

- assume primary responsibility for registration forms and fees, maintaining attendance lists, and creating name tags for the first regional meeting following election,
- train under the incumbent to assume the remaining duties of the Treasurer.

## **Other Members of the Board**

### **Past Chair**

The Past Chair primarily serves as Nominations Chair (see “Nominations Committee”) and assists the Region IV Chair and Chair-Elect with any support needed. Specifically, there is an expectation that the Past Chair will be available to mentor the Chair-Elect with regard to the Spring Meeting. The Past Chair also helps facilitate the identification of regional members for volunteer roles.

### **Regionally Elected Member to the National Board**

Region IV has chosen to have this person in a voting position on the regional board so that communication can be shared on National information, initiatives, and strategic direction.

### **Members-At-Large and Other Board Member**

Although no specific tasks come with the election to these positions, board members are expected to contribute to discussion and potentially chair a committee or task force as requested by the Region IV Chair.

## **Committee Chairs**

Per the regional bylaws, committee chairs are appointed at the discretion of the chair with approval of the Board. It is intended that these chairs are presented and approved within sixty (60) days of the spring meeting so that they may form their committees and begin work. In recent years, the approval of the Board has been obtained by email vote.

Appointments as Committee Chair are for a one-year term concurrent with the appointing Regional Chair. They may serve consecutive terms at the discretion of succeeding Regional Chairs.

Committee Chairs are expected to

- keep detailed notes of all committee activities—planned, initiated and implemented - to be passed on to succeeding chairs;
- report committee activities to the Region IV Board of Directors and the membership either in regional newsletter articles or at meetings;
- provide written reports to the Secretary of reports for Board meetings in order to facilitate minute taking and to document report if the committee chair cannot be present; and
- maintain close communication with the Region IV Chair on all committee activities.

## **Members of Committees**

Members are requested to participate on the committee either through a poll of volunteers from the Region or by identification of qualified members. Some committees have requirements of their participation in order to represent a cross section of Region members.

Members of committees are for a one-year term concurrent with the chair of the committee. Members may serve consecutive terms at the discretion of succeeding committee chairs.

Members of committees should be recognized as much as possible by the chair, both in Region forums and at their home institution if it is possible.

## **Standing Committees**

### **Awards Committee**

The Awards Committee oversees the Award/Recognition Program. The committee takes primary responsibility for ensuring regional representation in the national awards process.

The purpose of the Award/Recognition Program is to (1) enhance professional development, and (2) recognize those individuals and groups who have made special and noteworthy contributions to research administration as NCURA members in Region IV.

#### **Membership**

The committee will be composed of at least five individuals who are active regional members:

- a present member of the Region IV Board of Directors,
- a past member of the Region IV Board of Directors or past awards committee member,
- a research administrator with less than three years experience,
- and two regional members.

#### **Award programs**

Award names may be modified, for a specified period of time, with the Region IV Board of Directors approval, to memorialize NCURA IV members who have made significant contributions to the Region.

##### ***Distinguished Service Award***

The following criteria will be used in considering individuals for this award:

Individuals who have:

- a minimum of five years experience in the research administration field,
- served either as a regional or national officer, or as a Committee Chair at the national level, and
- made regional or national presentations within the field.

Individuals may have additionally:

- published articles in the field of research administration,
- presented workshops for institutions on some aspect of the field, or
- provided consultation for institutions (or some other appropriate activity).

Nominees should evidence continuing and long-term contributions to research administration, as documented through a current curriculum vitae.

The nomination must be received in writing with the endorsement of two Region IV NCURA members, including one who is external to the institution of the nominee.

### ***Kevin Reed Outstanding Professional Award***

The following criteria will be used in considering individuals for this award; self nominations are encouraged.

Individuals who:

- have no more than five years' experience in the research administration field,
- are a current or past member of Region IV NCURA,
- have been involved with our professional association through service in a regional or national NCURA Committee, including serving as an officer at the regional or national level, and
- have participated in an annual meeting as a presenter, panelist or moderator at either the regional or national level.
- Nominees should evidence a quick willingness to offer their abilities, time, commitment and enthusiasm to Region IV.
- The nomination must be in writing with the endorsement of two Region IV members, including one who is external to the institution of the nominee.

### ***Meritorious Contribution***

Group efforts as well as individual efforts are eligible for this award; self nominations are encouraged. The following criteria will be considered:

- The nominee(s) for this award must have made a meritorious contribution to research administration through service to NCURA, or publication of articles in the field of research administration, or development and implementation of an innovative program which has enhanced research.
- The nomination must be in writing with the endorsement of two Region IV members, including one who is external to the institution of the nominee(s).
- Letters of recommendations are encouraged from faculty members for innovative programs that have enhanced the research atmosphere on a campus.
- The nominee must be a current or past member of Region IV NCURA. In the case of group efforts, at least one of the nominees will be a Region IV member. The number of years of experience a nominee has in the field of research administration should not be a consideration.

### ***National Awards available to NCURA Members:***

National NCURA offers several awards for the membership at large. The Regional Awards Committee will continue through the National deadline for nominees. As much as they are able, they will help the region identify and nominate recipients of the National awards from Region IV.

## **Procedures**

- Announcement of awards and nomination forms will be made available (electronically) to all Region IV NCURA members at least 60 days before the regional meeting.
- The Awards Committee Chair will send a letter or email to nominators acknowledging receipt of all nominations.
- It is not required that an award be made in each category each year. Furthermore, multiple awards in any given category may be made each year.
- As soon as possible after the awardees have been selected and reported to the Region IV Chair, the Chair of the Awards Committee will notify the Awardees, their nominators and supporters in writing. The Awards Chair will also notify the remaining nominees, their nominators and supporters, that they were not selected.
- An award recipient's immediate supervisor and/or president of the recipient's institution will receive notification of the award presentation.
- The award(s) will be made at the spring regional meeting each year. The Region IV Awards Committee Chair will present the award(s). The Chair may designate an individual to present a specific award.
- Plaques will be given to the awardee(s).
- Award presentation visibility will be carefully coordinated. Photographs for both historical use and NCURA Newsletter use will be planned.

## **Commitment of Time:**

It is anticipated that participation on the committee as a Member will require approximately 4-6 hours per month for the months of February through May.

## **Confidentiality**

Committee members are expected to maintain the confidentiality of the proceedings. No aspect of the proceedings will be shared outside of the committee. Inquiries about any aspect of the proceedings will be referred to the Chair of the committee.

## **Communications Committee**

The Communications Committee will publicize Region IV activities by publishing the regional newsletter, maintaining and updating the Region IV website, providing articles for the national newsletter, and promoting activities that enhance professional development of Region IV members.

### **Membership**

The Communications Committee will be composed of at least five individuals who are active regional members:

- The Chair will oversee all communications.
- The committee has had a succession plan designed so that the person who serves as newsletter editor becomes co-Chair of the committee. The co-Chair then becomes Chair. However, the chair of the committee is officially appointed by the Region IV Chair, so it is at his/her discretion that the succession plan is utilized.
- The Committee Chair maintains a working groups of other contributors/volunteers.

### **Responsibilities**

- The Communications Committee will publish three newsletters each year: early fall, winter and spring. This is electronically published. Content will generally relate to topics of interest to Region IV members. Committee members will solicit topic ideas and authors from Region IV members.
- The Chair and Co-Chair will plan the newsletter production schedules with input from the committee members.
- The Chair and Co-Chair will designate committee members for collecting and editing articles and for designing and producing each newsletter.
- The Editor will be responsible for editing articles and for designing and producing each newsletter.
- The Communications Committee will develop other publications as directed by the Region IV Chair, such as maintaining a Region IV World Wide Web homepage and regional contributions for the NCURA National Newsletter,
- The Communications Committee Chair and the Region IV Chair will designate the author(s) of quarterly articles about regional activities for the national newsletter.
- Each Chair will maintain the newsletter archive, which will be passed to the next Chair. Newsletters will also be archived on the Region IV website.

When invited by the Regional Chair, the Communications Chair attends the Region IV Board Meetings as a guest and reports on activities of the Communications committee.

## **Membership Committee**

The Membership Committee will develop and implement programs to promote membership in NCURA and to retain new and existing members.

### **Membership**

The Membership Committee will be composed of at least four individuals who are active regional members:

- Whenever possible, the Region Chair will appoint a former member of the Membership Committee as Chair to ensure continuity of programs and planning.
- At least two members will be new to the committee each year.
- The Chair of the Committee may name a co-Chair
- At least one member will serve as the Volunteer Coordinator.
- Committee members are appointed for a one-year term but may serve consecutive terms.

### **Responsibilities**

- Send welcoming letters to all new Region IV members (from either the Committee Chair or Region IV Chair).
- Personally contact and welcome new Region IV members 7-10 days before the national and spring regional meetings. Lists of new members attending the meetings will be obtained from the national NCURA office or the Region IV Treasurer.
- Host receptions for new members of Region IV at the national and spring regional meetings.
- Invite new members and members of the Region IV Board of Directors to new member receptions at the national and spring regional meetings.
- Periodically survey the regional membership to evaluate their impressions of NCURA and Region IV, communicating the results to the Region IV Board of Directors and membership-at-large. Duplication of national surveys will be avoided.
- Identify and closely monitor volunteers to link them to service opportunities and when appropriate, nominate them for committees and awards.
- Develop and publish a Region IV member information packet.
- Develop and implement new programs to promote NCURA membership.
- Collaborate with the Region IV Program Committee to ensure that welcoming activities and programming (concurrent sessions, roundtables, and/or workshops) are offered for new members at the spring regional meeting.

## **Nominations Committee**

The Nominations Committee governs the nomination and election process at the regional level. Also the committee takes primary responsibility for ensuring regional representation in the national elections.

### **Membership**

- The committee will be composed of at least four individuals who reflect the diversity of the regional membership.
- The committee will be chaired by the immediate Past Chair of the Region, or if the immediate Past Chair is unable to fulfill this role, an appointee of the Region IV Chair.
- Committee members must agree to not seek election during their term on the committee.
- Committee members are appointed for a one-year term but may serve consecutive terms.

### **Qualifications for Candidates**

Nominees for any position on the Region IV Board of Directors must have been a member of Region IV NCURA for at least a year from the date of nomination (cumulative, not sequential).

### **Nomination procedures**

1. Solicit nominations from the membership at least 60 days before the spring regional meeting. Self nominations are encouraged. Nominations will consist of a one-page letter of nomination; nominee's current vita (limited to 3 pages), including NCURA activities; a letter from the nominee indicating his or her willingness to be nominated, and a profile (limited to 1 page) to be distributed with the ballots. The profile should be formatted with the following sections: NCURA Activities, Other Professional Accomplishments, Professional Positions Held, Education (optional) and Personal Statement.
2. Verify eligibility of nominees by checking membership status with the national NCURA office.
3. Select a slate of at least two and no more than four candidates for each position to be filled.
4. Review with each candidate:
  - the personal, professional and institutional commitments and responsibilities of the office for which they have been nominated,
  - their profile, advising the candidate of revisions and receiving the candidate's approval to distribute the profile with the ballots.
5. Reaffirm each candidate's willingness to run.

### **Evaluation criteria of candidates**

The evaluation of nominees will include:

- Leadership ability
- Relevant experience to fulfill nominated office
- Contributions to NCURA

## **Election procedures**

- Ballots with each candidate's one-page profile, as approved by the candidate, will be sent to membership at least 30 days before the spring regional meeting.
- The Nominations Committee Chair must receive ballots by the specified deadline for the vote to be valid.
- Only members are eligible to vote. Voter eligibility will be verified before a ballot is counted.
- Committee members will validate the election results and report those results to the Region IV Chair as soon as possible, but at least five days before the regional meeting and before notifying the candidates.
- The Chair of the Nominations Committee will notify all candidates of the results of the election as soon as possible after the vote has been validated, but at least five days before the spring regional meeting.

## ***National Positions available to NCURA Members:***

NCURA also has several elected positions at the national level. The Regional Nominations Committee will continue through the National deadline for nominees. As much as they are able, they will help the region identify and nominate region members for National positions.

## **Commitment of Time:**

It is anticipated that participation on the committee as a Member will require approximately 4-6 hours per month for the months of February through May.

## **Confidentiality**

Committee members are expected to maintain the confidentiality of the nomination and election proceedings. No aspect of the proceedings will be shared outside of the committee. Inquiries about any aspect of the proceedings will be referred to the Chair of the Committee.

## **Program Committee**

The Program Committee will plan and organize the spring regional meeting. The Program Committee Chair will appoint chairs and members of Subcommittees to aid in the planning of the spring regional meeting. The Program Chair may also appoint co-chairs for the Program Committee.

The appointment of the following subcommittees is suggested, but final composition of the Program Committee is at the Committee Chair's discretion.

### **Subcommittees**

Program Subcommittees organize and develop the substance of the spring regional meeting, including identifying and recruiting presenters. Historically, most presenters have been members of Region IV.

**Workshops.** Full and half-day workshops concentrate on teaching/learning research administration topics in some depth, e.g., compliance issues, basics of research administration for the newcomer.

**Concurrent sessions / Discussion Groups** Concurrent Sessions address topics in research administration in (usually) a lecture format with Q&A from the audience. Sessions can also be interactive structured discussions. Discussion Groups are intended to be smaller groups with a facilitator, but with content that still addresses topics in research administration. These are the largest component of the meeting's program.

**Roundtable/Contributed Paper Discussions** Roundtables are interactive discussion groups that center around a common issue in research administration; contributed papers are written documents on any topic related to research administration around which discussions are centered. In the past, these sessions have been scheduled as breakfast discussions.

**Vendor/Sponsor Subcommittee** approaches external sources for sponsorship and exhibition opportunities.

**Arrangements Subcommittees** organize the "housekeeping" details of the spring regional meeting:

**Registration** includes organizing the on-site registration table and meeting packets, including the meal tickets and badge ribbons.

**Local Arrangements** gather and provide information about the site and special logistics such as airport transportation, sightseeing, restaurants and entertainment.

**Hospitality Suite** organizes volunteers for hosting the hospitality suite and securing refreshments.

**Special Events** organize and plan any special events, such as opening or off-site receptions or optional entertainment events.

### **Other activities related to the Program Committee**

- The Region IV Membership Committee will collaborate with the Program Committee to ensure that welcoming activities and programming is offered for new members at the spring regional meeting.
- The Region IV Treasurer/Treasurer-Elect will oversee the collection of registration forms and fees and the creation of name tags.

- The Region IV Treasurer will work closely with the Program Committee chair to develop a budget and anticipated costs sheet.

### **Standard Practices**

*Complimentary accommodations* for the regional meeting are at the discretion of the Program chair and may be offered to:

- Region IV members involved in local arrangements (limited to two rooms), and
- other Region IV members only in unusual circumstances, at the discretion of the Region IV Chair

*Upgraded accommodations* are at the discretion of the Program chair and may be offered to:

- the national NCURA President (and other VIP's if possible). The President's registration and accommodations are paid by the national NCURA office, except in the President's home region, where the individual or his/her institution is responsible for these expenses.
- Individuals who have contributed substantively to the execution of the Spring meeting.

*Complimentary registration* is normally extended to

- Individuals presenting and not participating in meal or social functions, (many times presenters are invited to participate in the meal adjoining their presentation)
- presenters from federal agencies, and
- others, at the discretion of the Region IV Chair.

### **Commitment of Time:**

Will vary depending on role.

## **Site Selection Committee**

The Site Selection Committee will be charged with identifying possible sites, presenting all relevant information to the Region IV Board of Directors for their approval, and negotiating hotel contracts for the NCURA Region IV Annual Spring Meeting.

### **Membership**

The committee will consist of three members:

- the Region IV Treasurer, who will serve a term coinciding with his/her term in office,
- two members, one of whom will be appointed by the Region IV Chair to serve as the Site Selection Committee Chair. The second is typically appointed by the Region Chair and is trained to be the committee chair for the following year.

### **Travel and Arrangement Expenses**

A reasonable amount is available for airfare or mileage expenses to reimburse committee members' travel to potential sites. The Committee Chair should work in conjunction with the Region IV Chair and Treasurer to create a budget that is adequate for this work. The Treasurer, upon approval of the Region IV Chair, may also cover arrangement expenses of local NCURA members assisting Site Selection Committee members with potential meeting sites.

### **Procedures**

**NOTE:** Contracts must be reviewed by the Region IV Chair and the national NCURA office before signed. The Region IV Chair signs all contracts.

- At the Spring business meeting, solicit site suggestions from the membership-at-large 36 months before meeting date.
- Research a minimum of three suggested sites.
- Present recommendations of sites to visit to the Region IV Board of Directors either by email or at the Summer Board Meeting.
- Visit the primary site selected by the Region IV Board of Directors to assess potential hotels for:
  - Sleeping rooms—cost and availability
  - Meeting room space and availability (Note that NCURA has never paid an additional fee for meeting room space)
  - Location within the city (cities) selected
- At the Board meeting that occurs within the National meeting, present findings to the Region IV Board of Directors with a recommendation for location
- Present Board endorsed site to the full membership at the Fall Business meeting.
- After the fall meeting, negotiate contract with potential hotel properties in the chosen city. Ideally a contract will be negotiated by the Site Selection Chair and then signed by the Region Chair prior to the next spring meeting.

Consider these points in negotiating with the hotel sales manager and in reviewing the contract:

- Room rates
- Availability of government room rates
- Default clause on room block
- A/V, Internet access package for meeting rooms
- Availability of hotel's business center
- Cut off date for holding room block
- Number of room upgrades
- Number of complimentary rooms
- Catering service and costs
- Hospitality suite arrangements
- Reception arrangements
- Registration area
- Fitness center
- Parking availability and rate
- ADA clause
- Local amenities
- Guaranteed rates before and after conference
- State sales tax and exemption status

*Recommendation:* Refer to the contracts and notes of previous Site Selection Committee Chairs and the "*Administrative Handbook for Site Selection.*" Also, National Office has some power point and other materials that may help with the Site Selection process.

**Commitment of Time:**

It is anticipated that participation on the Site Selection committee will take 35 – 50 hours of preparation and negotiation with one or two site visits that are each two days in duration.

### **Regional Members Serving the National Organization**

In addition to holding elections for a regionally-elected member to the national NCURA Board of Directors, Region IV recommends candidates from the region to serve as national committee members.

In odd years, the Region IV Chair with approval of the Region IV Board of Directors will recommend two candidates for consideration by the national NCURA Board of Directors for membership on the Nominating and Leadership Development Committee, a national committee with regional representation.

Also, the region board recognizes the importance of nominating region members for awards, elections, and committees at the National level. Therefore, the Board as a whole takes responsibility for communicating opportunities and encouraging participation in National governance.

Last Updated by the Board: November, 2007