

NCURA REGION IV – Nominations Committee Member

Description of Position: The Nominations Committee is responsible for overseeing the election of Region IV Officers, including the solicitation of nominations, presenting a slate of candidates, overseeing the election process, and certifying the election at the Regional Business Meeting held during the NCURA Annual Meeting. The Committee also takes primary responsibility for ensuring regional representation in the National Election.

Duration: Nominations Committee Members are appointed annually by the Nominations Committee Chair, with terms beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting. Committee members must agree to not seek election during their term on the committee.

Function of Position: Represents Region IV in a professional manner at all NCURA meetings, functions, etc.

Essential Duties and Responsibilities: Members of the Nominations Committee work with the Chair of the Committee and have responsibility for overseeing the election of Region IV Officers, including the solicitation of nominations, presenting a slate of candidates, overseeing the election process, and certifying the election at the Regional Business Meeting held during the NCURA Annual Meeting.

Time Commitment: Time commitment is approximately four to six hours for meetings and/or e-mail discussions with Nominations Committee members, plus phone calls/e-mails to prospective nominees.

Public Speaking: Public speaking is typically not required. Nominations Committee Members likely will participate in conference calls with other committee members.

Qualifications/Requirements:

(1) Knowledge and/or Skills – Knowledge of the requirements of the elected positions in Region IV is essential. Previous experience with NCURA Region IV activities is desirable. Research Administration experience is required.

(2) Education and/or Experience – Familiarity with operations in Region IV, research administration issues or specific expertise in a particular specialty area within the profession is desirable.

(3) Eligibility – Must be a member of Region IV.

Training and Support: Support comes from the Board members and other members of the region who have held positions within NCURA Region IV. Committee members should review the administrative procedures regarding the committee and its membership roles, responsibilities, and requirements.

Additional Information:

(1) Benefits – Benefits include professional development and recognition regionally and nationally within NCURA.

(2) Travel – Travel is not required.

Election Procedures: Not applicable; Nominations Committee Members are appointed by the Nominations Committee Chair.