

NCURA REGION IV – Professional Development Committee Member

Description of Position: Serve on the Professional Development Committee (PDC), which is charged with leading the effort to promote professional development of the members of Region IV.

Duration: Members are appointed annually by the Chair of the PDC, with terms beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting. Preference is given to candidates who are willing to commit to a two-year term on the Committee.

Function of Position: PDC members work together to provide Region IV members opportunities for professional development.

Essential Duties and Responsibilities: Assist the PDC Chair with coordinating all functions of the PDC, including but not limited to the administration of the Region IV Mentoring Our Own (MOO) Program; researching and assessing program content at regional meetings; and developing innovative methods of content delivery.

Time Commitment: Approximately one hour per week.

Public Speaking: Limited public speaking may be necessary. Participation in conference calls with committee members will be required.

Qualifications/Requirements:

(1) Knowledge and/or Skills – Previous experience with NCURA Region IV activities is desirable. Research Administration experience is required. An understanding of adult learning styles is preferred.

(2) Education and/or Experience – Familiarity with 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 current PDC Chair 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; PDC members are appointed by the PDC Chair.