

NCURA REGION IV – Volunteer Coordinator

Description of Position: The Volunteer Coordinator coordinates all efforts to recruit volunteers for the regional Spring Meeting. Assists the NCURA National Office in coordinating volunteers for regional activities at the National Meeting.

Duration: The volunteer coordinator is appointed annually by the Chair of the Membership Committee, with a term beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting.

Essential Duties and Responsibilities: Coordinates all membership functions with the assistance of the other Membership Committee members, including but not limited to disseminating information to Region IV members, coordinating the New Members Reception and/or other new member activities approved by the Region IV Board of Directors at regional and national meetings during the term.

Provide National the annual requested Regional Volunteer Roster, which includes a list of all elected and committee members, as well as a Volunteer Action Plan to be completed by the Volunteer Coordinator with assistance from the Membership Committee Chair and Region IV Chair.

Time Commitment: Approximately 2 to 3 hours a week.

Public Speaking: Limited public speaking may be necessary. Participation in conference calls with Membership Committee, Program Committee, and National Volunteer Coordinators group may be required.

Qualifications/Requirements:

(1) Knowledge and/or Skills – Previous experience with NCURA Region IV activities is desirable. Research Administration experience is required. Organization and communication skills are a must.

(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 Membership Committee Chair, other Membership Committee members, and other members within NCURA Region IV. Occasional conference on leadership held by the National office may also be available. Volunteer Coordinator should review the administrative procedures regarding the Membership 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 required to attend the regional Spring Meeting and the national NCURA meeting in Washington, D.C. Travel reimbursement for the national and regional meetings is not available under normal circumstances.

Election Procedures: Not applicable; Volunteer Coordinator is appointed by the Membership Committee Chair.