

NCURA REGION IV – Site Selection Committee Member

Description of Position: Site Selection Committee Members work with the Site Selection Chair in the solicitation of invitations to host the Region IV Spring Meeting. Site Selection Committee Members conduct research on hotel/conference accommodations and select a minimum of three sites to present to the Regional Board. In conjunction with the Site Selection Committee Chair, committee members present the preliminary list of potential sites for discussion two years in advance to the Regional Board committee. Committee members include the Chair, another member appointed by the Region IV Chair with the intent to fulfill the Chair duties in their second year, Treasurer and Treasurer-Elect.

Duration: Duration is two-years, or at the discretion of the Regional Chair, immediately following the regional Spring Meeting and ending at the conclusion of the second year's regional Spring Meeting.

Function of Position: Site Selection Committee Members select a location and venue for the regional Spring Meeting, announcing the chosen site at the regional Spring Meeting.

Essential Duties and Responsibilities: Site Selection Committee Members research hotels and conference sites to determine appropriate locations for regional meetings. Duties may include site visits to tour the facilities.

Time Commitment: Approximate time commitment is four to six days per year.

Public Speaking: Communication with hotel staff and the Region IV Board of Directors is typical.

Qualifications/Requirements:

(1) Knowledge and/or Skills – Knowledge of the type of venue needed for the meeting.

(2) Education and/or Experience – Prior experience may not be necessary.

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

Training and Support: The National NCURA office assists in reviewing contracts provided by the hotels and provides training sessions and guidance for site selection. 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 required to visit host city venues. Reimbursement for site selection activities is reimbursed by Region IV.

Election Procedures: Not applicable; Site Selection Committee Members are solicited by the Site Selection Chair in conjunction with the Region IV Chair.