

## NCURA REGION IV – CHAIR

**Description of Position:** The Chair serves as the chief executive officer of Region IV, representing all members with regard to membership, meetings, and planning for Region IV activities. The Chair works closely with the Chair-Elect to represent all members of the region and in directing regional affairs.

**Duration:** Duration is a one-year term, following the term as Chair-Elect, beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting. The Chair succeeds to the position of Past Chair immediately following the term as Chair.

**Function of Position:** The Chair directs regional business and activities in accordance with the Region IV by-laws and represents the Region in a professional manner at all NCURA meetings, activities and other functions as necessary. If the Chair is unable to complete the term of office for any reason, the Chair-Elect will assume the duties of the Chair for the remainder of the term.

**Essential Duties and Responsibilities:** The Chair has the responsibility to convene meetings of the board and of the general membership, set agenda and direction for the year, represent regional concerns to the national NCURA office, represent the Region IV as called upon for governance meetings and coordination with other regions, appoint individuals to serve as committee chairs, with the approval of the board, and serve as the primary regional contact to the NCURA National Office.

In concert with the Treasurer, the Chair provides oversight of the Region IV budget and financial activities, helping to develop the annual budget and approving the final budget. Additionally, the position works with other regional leaders on NCURA initiatives while answering questions of the membership.

The Chair is responsible for website and media oversight and for writing articles for the regional and national newsletters.

**Time Commitment:** Time commitment is approximately four hours per week. Time will be devoted to convening and presiding over Region IV Board of Directors meetings to conduct regional business; coordinating and planning the Region IV business meetings at regional and national NCURA meetings; and providing oversight of all other regional activities as necessary, including writing articles for the regional and national newsletters.

**Public Speaking:** Public speaking includes presiding over Region IV Board of Directors and business meetings, welcoming attendees, and introducing speakers.

### **Qualifications/Requirements:**

(1) Knowledge and/or Skills – Must be familiar with NCURA from both a national and regional perspective. Previous experience with NCURA Region IV activities is desirable. Five years research administration experience is desired.

(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 Past Chair, board members, and other members of the region who have held positions within NCURA. Support is also available from the NCURA National Office. Occasional conference on leadership held by the NCURA National Office is also available. The Chair should review the administrative procedures and by-laws.

### **Additional Information:**

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

(2) Travel – Travel is required to attend Board of Directors meetings, the Region IV Spring Meeting and the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses to attend stand-alone Board of Directors meeting is reimbursed by Region IV. Travel reimbursement for the national and regional meetings is not available under normal circumstances.

**Election Procedures:** Not applicable. The Region IV Chair position will be assumed annually by the Chair-Elect immediately following the regional Spring Meeting in accordance with the Region IV by-laws.

## NCURA REGION IV – CHAIR-ELECT

**Description of Position:** The Chair-Elect serves as an executive officer of Region IV, working closely with the Chair to represent all members of the region; plans and executes the Region IV Spring Meeting; and assists the Chair in directing regional affairs.

**Duration:** Duration is a one-year term, beginning immediately after the regional Spring Meeting and continuing through the conclusion of the next regional Spring Meeting. The Chair-Elect will assume the duties of the Chair if the Chair is unable to complete the term.

**Function of Position:** Plans and executes the Region IV Spring Meeting, represents Region IV at all NCURA meetings, activities and other functions as necessary, and manages the regional budget for the regional Spring Meeting. The Chair-Elect will be a voting member of the Region IV board and will assist the current Chair with all regional matters.

**Essential Duties and Responsibilities:** The Chair-Elect shall serve as Chair of the Program Committee to plan and coordinate the Region IV Spring Meeting, including managing the Spring Meeting budget. The Chair-Elect shall appoint a Co-Chair(s) and other committee members as appropriate to help in the planning process and will assist with professional development initiatives from national and regional directives.

If the Chair of Region IV is unavailable to attend a Board of Directors, regional or national meeting, the Chair-Elect will fill in for the Chair and preside over the meeting.

**Time Commitment:** Time commitment is approximately two to three hours a week for regional matters; additional time is necessary for planning the regional Spring Meeting. Involvement with the Region IV Spring Meeting includes convening Program Committee meetings and providing oversight for all planning activities.

**Public Speaking:** Public speaking is required as part of assisting the Chair in regional business matters; the Chair-Elect may also welcome attendees and introduce speakers at the Region IV Spring Meeting.

### **Qualifications/Requirements:**

(1) Knowledge and/or Skills – Must be familiar with NCURA from both a national and regional perspective. Previous experience with NCURA Region IV activities is desirable. Five years research administration experience is desired.

(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 current Chair, board members and other members of the region who have held positions within NCURA. Occasional conference on leadership held by the national office is also available. The Chair-Elect should review the administrative procedures and by-laws.

### **Additional Information:**

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

(2) Travel – Travel is required to attend Board of Directors meetings, the Region IV Spring Meeting and the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses to attend stand-alone Board of Directors meeting is reimbursed by Region IV. Travel reimbursement for the national and regional meetings is not available under normal circumstances.

**Election Procedures:** Chair-Elect will be elected annually and will begin immediately after the regional Spring Meeting in accordance with the Region IV by-laws.

## NCURA REGION IV – PAST CHAIR

**Description of Position:** The Past Chair serves as a voting ex-officio member of the Region IV Board of Directors, providing assistance to the current Chair and other members of the Committee.

**Duration:** Duration is a one-year term, following the term as Chair, beginning immediately after the regional Spring Meeting and continuing through the conclusion of the next regional Spring Meeting.

**Function of Position:** The Past Chair represents Region IV at all NCURA meetings, activities and other functions as necessary.

**Essential Duties and Responsibilities:** The Past Chair serves as the Nominations Committee Chair and assists the Chair and Chair-Elect as needed, mentoring the Chair-Elect in planning and executing the Region IV Spring Meeting. The Past Chair advises and counsels the Chair, Chair-Elect and other members of the Board of Directors about all regional business and activities, and assists in identifying regional members for volunteer roles.

**Time Commitment:** Time commitment is approximately three to six hours total to attend Board of Directors meetings and the Region IV business meetings at regional and national NCURA meetings. The additional stand-alone Board of Directors meeting is usually eight to ten hours. An additional one to two hours per month may be spent advising the current Chair and an additional one to two hours per month chairing the nominations committee.

**Public Speaking:** Minimal public speaking required.

**Qualifications/Requirements:**

- (1) Knowledge and/or Skills – Previous experience as Region IV Chair required. Research administration experience is required.
- (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 and must have served as Chair of Region IV.

**Training and Support:** Support comes from board members and other members of the region who have held positions within NCURA. The Past Chair should review the administrative procedures.

**Additional Information:**

- (1) Benefits – Benefits include professional development and recognition regionally and nationally within NCURA.
- (2) Travel – Travel is required to attend Board of Directors meetings, the Region IV Spring Meeting and the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses to attend stand-alone Board of Directors meeting is reimbursed by Region IV. Travel reimbursement for the national and regional meetings is not available under normal circumstances.

**Election Procedure:** Not applicable; Past Chair position will be assumed annually by the previous Chair of Region IV.

## NCURA REGION IV – SECRETARY

**Description of Position:** The Secretary serves as the official record keeper for all current and prior regional business meetings, and supports the Chair in representing all members with regard to membership, meetings, and planning for Region IV activities.

**Duration:** Duration is a two-year term, beginning immediately after the regional Spring Meeting and continuing through the conclusion of the second year's regional Spring Meeting.

If, while serving as Secretary, the individual is unable to complete the term for any reason the Region IV Chair, in consultation with the Region IV Board of Directors, will appoint a replacement to serve until the next regularly scheduled election. The appointed person will complete the unexpired term created by the original vacancy.

**Function of Position:** The Secretary records official business discussions and decisions at Board of Directors meetings and at other official meetings as necessary, and maintains the archive of Region IV meeting documents.

**Essential Duties and Responsibilities:** The Secretary records, transcribes, and distributes minutes of the Region IV Board of Directors meetings. The Secretary also maintains all written, non-financial records for the region and sends copies of such records to the regional Webmaster for posting.

**Time Commitment:** Time commitment is approximately one to two hours per annual regional and national meeting; approximately one to two full days for stand-alone Board of Directors meeting. Estimate an additional one to two hours per meeting for typing and finalizing minutes.

**Public Speaking:** Public speaking consists of presenting meeting minutes at Board of Directors meetings.

**Qualifications/Requirements:**

(1) Knowledge and/or Skills – Previous experience with Region IV activities is desirable. Research administration experience is required.

(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 previous Secretary, Board of Directors, and from other members who have held leadership positions within Region IV. The Secretary should review the administrative procedures.

**Additional Information:**

(1) Benefits – Benefits include professional development as well as regional and national recognition within NCURA.

(2) Travel – Travel is required to attend Board of Directors Committee meetings, the Region IV Spring meeting, and the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses to attend stand-alone Board of Directors meeting is reimbursed by Region IV. Travel reimbursement for the national and regional meetings is not available under normal circumstances.

**Election Procedures:** Election is held every other year according to the Region IV by-laws.

## NCURA REGION IV – TREASURER

**Description of Position:** The Treasurer is responsible for all financial matters of Region IV. In conjunction with Region IV Chair, the Treasurer conducts the financial operations of the region. The Treasurer represents the region on regional and national committees and task forces as needed and is responsible for providing financial reports to members at regional and national meetings in accordance with National Office and Financial Management Committee procedures.

**Duration:** Duration is a two-year term, directly following a one-year term as Treasurer-Elect. The term of the Treasurer begins at the adjournment of the regional Spring Meeting and ends at the conclusion of the second year's regional Spring Meeting.

**Function of Position:** The Treasurer conducts the financial operations of the Region in conjunction with the Chair.

**Essential Duties and Responsibilities:** The Treasurer is responsible for timely payment of the Region's bills upon approval of the Chair. The Treasurer maintains the Region's checkbook, on-line accounts, and scanned copies of the Region's financial records in a secure folder on the Regional website server. The Treasurer presents a financial report at the fall and spring regional business meetings and the annual Board of Directors' meeting using national NCURA forms as appropriate for that point in the fiscal year. The Treasurer works with each committee chair to develop an annual budget to be approved by the Region IV Chair. The Treasurer sends an annual budget and Form 990, including a copy of all expense transactions for the year, to the national NCURA office in January and a six month report to the national NCURA office in July. The Treasurer participates in Regional financial audits as assigned by National office. The Treasurer serves as a member of the Region IV Site Selection Committee. The Treasurer collects registration forms and fees, maintains attendance lists, and creates name tags for the regional Spring Meeting. Finally, the Treasurer is responsible for on-boarding the Treasurer-Elect during the transition year.

**Time Commitment:** Time commitment is approximately five to ten hours each month.

**Public Speaking:** Limited to presentation of financial reports at various meetings.

### **Qualifications/Requirements:**

- (1) Knowledge and/or Skills – Understanding of financial statements and ability for logical decision making is required. Good communication and analytical skills are desired along with an ability to work as a team member on both regional and national levels.
- (2) Education and/or Experience – Financial background with budget and reporting emphasis is desired.
- (3) Eligibility – Must be a member of Region IV.

**Training and Support:** The Treasurer has resources within the Region as well as on a National level for guidance including Chair, Board of Directors, Financial Management Committee and the National Treasurer. The Treasurer should review the administrative procedures.

### **Additional Information:**

- (1) Benefits – Benefits include professional development and recognition regionally and nationally within NCURA.
- (2) Travel – Travel is required to attend Board of Directors Committee meetings, the Region IV Spring meeting, and the national NCURA meeting in Washington, D.C. including attending the Treasurers' Meeting. Also, travel for the Site Selection Committee is required. Reimbursement for travel expenses to attend stand-alone Board of Directors meeting and Site Selection activities are reimbursed by Region

IV. Travel reimbursement for the national and regional meetings is not available under normal circumstances.

**Election Procedures:** Not applicable; at the end of the Treasurer-Elect's year of service, the incumbent steps into the role of the Treasurer for the next two years.



## NCURA REGION IV – TREASURER-ELECT

**Description of Position:** The Treasurer-Elect is responsible for working with the Treasurer to learn all financial matters of Region IV. The Treasurer-Elect will assist the Treasurer in representing the region on regional and national committees and task forces as needed and will be responsible for helping to provide financial reports to members at regional and national meetings in accordance with National Office and Financial Management Committee procedures.

**Duration:** Duration is a one-year term, beginning at the adjournment of the regional Spring Meeting and ending at the conclusion of the next regional Spring Meeting at which time the Treasurer-Elect will assume the office of Treasurer.

In addition, the Treasurer-Elect will complete the Treasurer's term if the Treasurer is unable to serve for any reason. After completing the term of a vacated Treasurer, the Treasurer-Elect will serve a full term as Treasurer. If the Treasurer-Elect position is vacant, the Region IV Chair, in consultation with the Region IV Board of Directors, may appoint a replacement to serve as Treasurer-Elect for the remaining term.

**Function of Position:** The Treasurer-Elect assists the Treasurer in conducting the financial operations of the Region in conjunction with the Chair.

**Essential Duties and Responsibilities:** The Treasurer-Elect will assist the Treasurer in making timely payments of the region's bills upon approval of the Chair; maintaining the region's checkbook, on-line accounts, and scanned copies of the region's financial records in a secure folder on the regional website server; presenting a financial report at the fall and spring regional business meetings and the stand-alone Board of Directors meeting using national NCURA forms as appropriate for that point in the fiscal year; and developing an annual budget to be approved by the Region IV Chair. The Treasurer-Elect will participate in Regional financial audits as assigned by National office along with the Treasurer and will aide the Treasurer in collecting registration forms and fees, maintaining attendance lists, and creating name tags for the regional meeting.

**Time Commitment:** Time commitment is approximately five to ten hours each month.

**Public Speaking:** Limited to presentation of financial reports at various meetings.

**Qualifications/Requirements:**

- (1) Knowledge and/or Skills – Understanding of financial statements and ability for logical decision making is required. Good communication and analytical skills are desired along with an ability to work as a team member on both regional and national levels.
- (2) Education and/or Experience – Financial background with budget and reporting emphasis is desired.
- (3) Eligibility – Must be a member of Region IV.

**Training and Support:** The Treasurer-Elect will have resources within the Region as well as on a National level for guidance including the Treasurer, Chair, Board of Directors, Financial Management Committee and the National Treasurer. The Treasurer-Elect should review the administrative procedures.

**Additional Information:**

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

(2) Travel – Travel is required to attend Board of Directors Committee meetings, the Region IV Spring meeting, and the national NCURA meeting in Washington, D.C. including attending the Treasurers' Meeting. Reimbursement for travel expenses to attend stand-alone Board of Directors meeting and approved Site Selection activities are reimbursed by Region IV. Travel reimbursement for the national and regional meetings is not available under normal circumstances.

**Election Procedures:** The Treasurer-Elect will be elected every other year and will begin immediately after the regional Spring Meeting in accordance with the Region IV by-laws.

## NCURA REGION IV – AT-LARGE MEMBER

**Description of Position:** At-Large Members serve on the Regional Board, performing duties to support the region in consultation with the Region IV Chair.

**Duration:** Duration is a two-year term, beginning immediately after the regional Spring Meeting and continuing through the conclusion of the second year's regional Spring Meeting. At-Large Members' terms are to be staggered so that two of the four members are elected each year. The candidate with the second most votes in the Chair-Elect election will also fulfill a one-year term each year as an At-Large Member.

**Function of Position:** At-Large Members work in conjunction with the Region IV Chair to perform essential tasks as deemed needed by the Region IV Chair and Board.

**Essential Duties and Responsibilities:** At-Large Members assist the Region IV Chair with coordination of all functions of the regional Board, including but not limited to dissemination of information to the members of Region IV, coordination of the New Members Reception and/or other new member activities approved by the Board at national and regional meetings, and other duties as deemed necessary by the Chair and Board.

**Time Commitment:** Time commitment is approximately one hour per week.

**Public Speaking:** Limited public speaking at regional and national business meetings may be required. Participation in conference calls with Board members may be required.

**Qualifications/Requirements:**

- (1) Knowledge and/or Skills – Previous experience with NCURA Region IV activities is desirable. Research Administration experience is required.
- (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 current Region IV Chair and other members of the region who have held positions within NCURA Region IV. At-Large members should review the administrative procedures.

**Additional Information:**

- (1) Benefits – Professional development and recognition regionally and nationally within NCURA.
- (2) Travel – Travel is required to attend stand-alone Board of Director meeting, and preferred attendance at the Region IV Spring Meeting and the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses to attend stand-alone Board of Directors meeting is reimbursed by Region IV. Travel reimbursement to the national and regional meeting is not available under normal circumstances.

**Election Procedures:** Members are elected every two years in accordance with the Region IV by-laws with the exception of the Chair-Elect runner-up who will be elected annually.

## REGIONALLY-ELECTED MEMBER TO THE NATIONAL BOARD

**Description of Position:** The Representative to the NCURA Board of Directors serves as a member of the national Board of Directors, the primary governing body of NCURA, which actively supports the mission and goals of the entire organization. This individual geographically represents Region IV on the National Board, and in concert with other Directors, controls and directs the affairs of the Council and determines its policies. Additionally, the elected is invited to serve on the Regional Board as an official voting member for a term concurrent with their National Board service. If they accept, in concert with other regional board members, they assist in directing the affairs of the Region.

**Duration:** Duration is a two-year term, serving on even calendar years from January through December.

**Function of Position:** The Representative to the NCURA Board of Directors geographically represents the region at a national level to support the mission and goals of the entire organization.

**Essential Duties and Responsibilities:** Duties associated with the national Board should be reviewed through the national office. With respect to regional responsibilities, the Representative to the NCURA Board of Directors may be invited to: serve as a member of Region IV Board; reports on activities or other issues, especially national initiatives, impacting the Region; reviews minutes, reports, special studies, petitions, and other documents brought before or provided to the Board; participates in special non-routine Regional Board working groups as needed; and designs, deliberates and reviews new policies and changes to existing policies as appropriate for the mission of the Region.

**Time Commitment:** Time commitment is approximately two to four hours each month outside of Board meetings. Additionally, attending National Board meetings of approximately seven days of travel and four to five meetings by phone; and, attending Regional Board meetings of approximately two days of travel and any needed meetings by phone.

**Public Speaking:** The Representative to the NCURA Board of Directors gives reports during various business meetings on a regional and national level.

### Qualifications/Requirements

(1) Knowledge and/or Skills – Must have an understanding of the mission of NCURA. Should possess the ability to set aside personal and parochial concerns when in conflict while acting in the best interests of the Council. An understanding of the structure and workings of the Council as a whole is necessary, as is the ability for logical decision making. Good communication skills a plus. Ability to work within a team, demonstrating respect for all the players in the governance process is desirable.

(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 from board members within the Region as well as from the National office. The Representative to the NCURA Board of Directors should review the Region IV administrative procedures.

### Additional Information:

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

(2) Travel – Travel is required to attend Region IV Board meetings, the national NCURA meeting in Washington, D.C. and other national Board of Directors meetings as scheduled. Reimbursement for travel expenses for business meetings occurring in conjunction with the regional or national meeting are

not provided. Reimbursement for travel to other Board meetings may be supported from national or regional resources as appropriate.

**Election Procedures:** The Region IV Board Member is elected by the members of Region IV during elections in odd years according to voting procedures stipulated in the by-laws. The Board Member assumes office on January 1 of even calendar years.

## 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.

## NCURA REGION IV – Awards Committee Chair

**Description of Position:** The Awards Committee Chair is charged with coordinating all efforts to promote and oversee the region's award and recognition programs. Additionally, the Chair will take primary responsibility for ensuring regional representation in the national awards process and will be responsible for overseeing the selection of the most qualified nominees for Region IV awards. The Chair of the Awards Committee must not nominate or provide letters of support for recognition awards (Distinguished Service, Kevin Reed Outstanding New Professional, Meritorious Contribution, or Special Merit and Distinction) during their term on the committee. The Chair may nominate individuals for travel awards.

**Duration:** Duration is a one-year term, appointed by the Region IV Chair, beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting.

**Function of Position:** Provides Region IV members with information regarding the regional awards and recognition programs, including award purpose, criteria, and deadlines. Administer the different awards programs.

**Essential Duties and Responsibilities:** The Awards Committee Chair will be responsible for coordination of regional award and recognition programs, including: ensuring award and recognition materials (application forms, criteria, etc.) are reviewed and up-to-date; soliciting and accepting nominations; ensuring timely announcements of awards, deadlines, and nomination forms; communication with nominators, nominees, awardees and their supervisors; timely review of applications and oversight of the review process; decide on who if anyone is to receive an award; communication with the regional board regarding outcomes; and presentation of awards at the regional Spring Meeting. Additionally, the Awards Committee Chair will be responsible for recruiting and maintaining awards committee members that meet the following criteria:

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
- at least two additional regional members

**Time Commitment:** Time commitment is approximately one to two hours a week, with a heavier burden from February through May.

**Public Speaking:** Limited public speaking may be necessary to present reports at the regional and national business meetings and to present awards at the regional Spring Meeting. Participation in conference calls with committee members 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.

(4) Must maintain confidentiality in the awards process and proceedings.

**Training and Support:** Support comes from Region IV Chair, other Award Committee members and other members of the region who have held positions within NCURA Region IV. The Chair should review the administrative procedures regarding the committee and committee membership. Occasional conference on leadership held by the national office may also be available.

**Additional Information:**

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

(2) Travel – Travel is preferred to attend the regional Spring Meeting to present awards. Reimbursement for travel expenses to the regional meeting is not available under normal circumstances.

**Election Procedures:** Region IV Awards Committee Chair will be selected by the Region IV Chair for a one-year term to begin after the regional Spring Meeting.



## NCURA REGION IV – Awards Committee Member

**Description of Position:** Awards Committee Members serve on the Awards Committee, which is charged with promoting and overseeing the region's award and recognition programs. Members of the Awards Committee must not nominate or provide letters of support for recognition awards (Distinguished Service, Kevin Reed Outstanding New Professional, Meritorious Contribution, or Special Merit and Distinction) during their term on the committee. Committee members may nominate individuals for travel awards.

**Duration:** Awards Committee Members are appointed annually by the Awards Committee Chair, with terms beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting.

**Function of Position:** Award Committee members work together to provide Region IV members with information regarding the regional awards and recognition programs, including award purpose, criteria, and deadlines. Award Committee members will work together to administer the different awards programs.

**Essential Duties and Responsibilities:** Award Committee Members assist the Chair with coordination of all functions of the Awards Committee, including but not limited to:

- ensuring award and recognition materials (application forms, criteria, etc.) are reviewed and up-to-date
- soliciting and accepting nominations for award programs
- review and scoring of award applications
- decide on who if anyone is to receive an award
- communication with committee members and Awards Committee Chair regarding new and current Region IV award and recognition programs

**Time Commitment:** Time commitment is approximately two hours per month, with a heavier load from February through May.

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

### **Qualifications/Requirements:**

(1) Knowledge and/or Skills – Previous experience with NCURA Region IV activities is desirable. Research Administration experience is required.

(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.

(4) Must maintain confidentiality in the awards process and proceedings.

**Training and Support:** Support comes from current Awards Committee 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; Award Committee Members are appointed annually by the Awards Committee Chair.

## NCURA REGION IV – Communications Committee Chair

**Description of Position:** The Communications Committee Chair leads a committee consisting of at least four members (two Writers/Editors, one Web Site Editor, and one Facebook Editor) recommended by the Committee Chair in consultation with the Region IV Board of Directors, and formally appointed by the Region IV Chair.

**Duration:** One-year term, beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting. At the conclusion of the term, the Region IV Chair recommends the next Communications Committee Chair for approval by the Region IV Board of Directors.

**Function of Position:** The Committee Chair will oversee all communications to the membership.

**Essential Duties and Responsibilities:** Oversee the development, production, and dissemination of all communications to the Region IV members, including eBlasts, electronic newsletters, the Region IV Facebook page, and the Region IV Web site.

**Time Commitment:** Approximately two to three hours per month.

**Public Speaking:** Minimal; restricted to announcements at the Business and Board Meetings at the regional Spring Meeting and the National Meeting.

**Qualifications/Requirements:**

(1) Knowledge and/or Skills – Good writing, editing, and project management skills. Previous experience developing electronic publications and working with content management systems is a plus.

(2) Education and/or Experience – None required, but previous experience developing electronic publications and working with content management systems is desirable.

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

**Training and Support:** Support comes from the Region IV Chair, board members, standing committee chairs, prior members of the Communications Committee, and other members of the region who have held positions within NCURA Region IV. The Chair should review the administrative procedures regarding the committee and membership.

**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; the Communications Committee Chair is appointed by the Region IV Chair.

## **NCURA REGION IV – Communications Committee Members**

### **Writer/Editor    Web Editor    Facebook Editor**

#### **Writer/Editor**

**Description of Position:** Writes and edits content for eBlasts and electronic newsletters and assists the Communications Committee Chair in their production.

**Duration:** The Writer/Editor is appointed by the Communications Committee Chair and can serve with an open end date.

**Function of Position:** Communicate information about Region IV activities and programs that enhance professional development and networking, and promotes the accomplishments of Region IV members.

**Essential Duties and Responsibilities:** Assist in the writing, editing, production, and dissemination of eBlasts under the direction of the Chair, and up to three Region IV newsletters each year as specified by the Region IV Chair.

**Time Commitment:** Approximately two to three hours per month.

**Public Speaking:** Not required.

#### **Qualifications/Requirements:**

(1) Knowledge and/or Skills – Good writing and editing skills; willingness to learn content management system and tools, and work with photos and other digital material. Previous experience working with electronic content management systems is desirable.

(2) Education and/or Experience – No previous experience is necessary.

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

**Training and Support:** The Communications Committee Chair will provide training on the content management system and tools and oversee all activities. Support is also provided from other members of the Communications Committee, 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.

#### **Web Editor**

**Description of Position:** Maintains the Region IV Web site and assists the Communications Committee Chair.

**Duration:** The Web Editor is appointed by the Communications Committee Chair and can serve with an open end date.

**Function of Position:** Communicate to Region IV members, potential members, and the general public information about Region IV activities and programs, and the accomplishments of Region IV members.

**Essential Duties and Responsibilities:** Updates and maintains the Web site under the direction of the Region IV Chair and the Communications Committee Chair.

**Time Commitment:** Approximately three to four hours per month.

**Public Speaking:** Not required.

**Qualifications/Requirements:**

(1) Knowledge and/or Skills – Good writing and editing skills; willingness to learn content management system and tools, and work with photos and other digital material. Previous experience working with electronic content management systems is desirable.

(2) Education and/or Experience – No previous experience is necessary.

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

**Training and Support:** The Communications Committee Chair will provide training and oversight. Support is also provided from other members of the Communications Committee, 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.

## **Facebook Editor**

**Description of Position:** Maintains the Region IV Facebook page and assists the Communications Committee Chair.

**Duration:** The Facebook Editor is appointed by the Communications Committee Chair and can serve with an open end date.

**Function of Position:** Communicate information about Region IV activities and programs that enhance professional development and networking, and promotes the accomplishments of Region IV members.

**Essential Duties and Responsibilities:** Post and edit content as needed on the Region IV Facebook page.

**Time Commitment:** Approximately one to two hours per month.

**Public Speaking:** Not required.

**Qualifications/Requirements:**

(1) Knowledge and/or Skills – Good writing and editing skills; willingness to work with photos and other digital material. Working knowledge of Facebook is desirable.

(2) Education and/or Experience – Previous experience posting on Facebook is desirable.

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

**Training and Support:** The Communications Committee Chair will provide training on the content management system and tools and oversee all activities. Support is also provided from other members of the Communications Committee, 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.

## NCURA REGION IV – Membership Committee Chair

**Description of Position:** The Membership Committee Chair is charged with coordinating all effort to promote, increase, and retain membership for Region IV.

**Duration:** Duration is a one-year term, appointed by the Region IV Chair, beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting.

**Function of Position:** Provides Region IV members with a basic understanding of what is available to them as an NCURA member. Promotes attendance at meetings and provides information about NCURA regional and national committees, board positions, awards, networking, and administrative resources available as an NCURA member.

**Essential Duties and Responsibilities:** The Committee Chair will be responsible for coordination of all membership functions with the assistance of the other committee members, including but not limited to dissemination of information to the members of Region IV, coordination of the New Members Reception and/or other new member activities approved by the Board at national and regional meetings during the term. The Committee Chair also appoints the Region IV Volunteer Coordinator who is also a committee member.

**Time Commitment:** Time commitment is approximately two to three hours a week.

**Public Speaking:** Limited public speaking may be necessary to present reports at the regional and national business meetings.

### **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 Region IV Chair, other Committee members and other members of the region who have held positions within NCURA Region IV. Occasional conference on leadership held by the national office may also be available. The Chair should review the administrative procedures regarding the committee and committee membership.

### **Additional Information:**

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

(2) Travel – Travel is preferred to attend the regional meeting to assist with membership activities. Reimbursement for travel expenses to the regional meeting is not available under normal circumstances.

**Election Procedures:** Region IV Membership Committee Chair will be selected by the Region IV Chair for a one-year term to begin after the regional Spring Meeting.

## NCURA REGION IV – Membership Committee Member

**Description of Position:** Membership Committee Members serve on the Membership Committee, which is charged with leading the effort to promote, increase, and retain membership for Region IV.

**Duration:** Membership Committee Members are appointed annually by the Chair of the Membership Committee, with terms beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting.

**Function of Position:** Membership Committee Members work together to provide Region IV members with a basic understanding of everything available to them as an NCURA member. Membership Committee Members promote attendance at meetings, provide information about NCURA regional and national committees, board positions, awards, networking, and administrative resources available as an NCURA member.

**Essential Duties and Responsibilities:** Membership Committee Members assist the chair with coordination of all functions of the Membership Committee, including but not limited to dissemination of information to the members of Region IV, coordination of the New Members Reception and/or other new member activities approved by the Board at national and regional meetings.

**Time Commitment:** Time commitment is approximately one hour per week.

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

**Qualifications/Requirements:**

(1) Knowledge and/or Skills – Previous experience with NCURA Region IV activities is desirable. Research Administration experience is desired.

(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 Region IV 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; Membership Committee Members are appointed annually by the Chair of the Membership Committee.



## NCURA REGION IV – Nominations Committee Chair

**Description of Position:** The Nominations Committee Chair leads the committee and 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:** Duration is a one-year term beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting.

**Function of Position:** The Nominations Committee Chair is responsible for the election of Region IV Officers and is also responsible for ensuring regional representation in the National Election. The Nominations Committee is chaired by the Past Chair of Region IV.

**Essential Duties and Responsibilities:** Along with the Nominations Committee, the Nominations Committee Chair has the 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:** Minimal public speaking required. Reports may be given at the Region IV Business Meetings at the regional and national meetings.

### **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 required. 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 required.

(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. The Chair should review the administrative procedures regarding the committee and committee membership.

### **Additional Information:**

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

(2) Travel – Travel is preferred to attend the regional meeting to report on election results. Reimbursement for travel expenses to the regional meeting is not available under normal circumstances.

**Election Procedures:** Not applicable; the Nominations Committee Chair is the Past Chair of Region IV.

## 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.

## NCURA REGION IV – Professional Development Committee Chair

**Description of Position:** Coordinates efforts that support the on-going professional development of Region IV members, with the general goal of enhancing the quality of work performed by research administrators in Region IV.

**Duration:** One-year minimum term, appointed by the Region IV Chair, 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 as Chair.

**Function of Position:** Provides leadership to the Professional Development Committee (PDC) in the administration of the Region IV Mentoring Program, in addition to working directly with the Program Committee and the Region IV Board of Directors to develop and ensure the quality of the regional Spring Meeting.

**Essential Duties and Responsibilities:** The PDC Chair manages the Mentoring Our Own (MOO) Program by reviewing applications and leading committee members through evaluation of candidates for the purpose of matching mentors to mentees. The chair oversees MOO activities to keep pairs engaged and on-task. Distributes and tracks CEUs following regional Spring Meetings. Leads committee in the analysis of new professional development initiatives for consideration by the board. The Chair also provides the principal point of contact between the PDC and the National Professional Development Committee.

**Time Commitment:** Approximately two to three hours a week. Periods of increased activity will likely occur during the enrollment period for the Mentoring Program (December – January) and immediately prior to the regional Spring Meeting (March – April).

**Public Speaking:** Limited public speaking may be necessary to present reports at the regional and national business meetings.

**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 Region IV Chair, other Committee members and other members of the region who have held positions within NCURA Region IV. Occasional conference on leadership held by the National office may also be available. The Chair should review the administrative procedures regarding the committee and committee membership.

**Additional Information:**

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

(2) Travel – Travel is not required.

**Election Procedures:** Not applicable; the PDC Chair is appointed by the Region IV Chair.

## 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.

## NCURA REGION IV – Program Committee Chair

**Description of Position:** The Chair-Elect will serve as the Program Committee Chair and will be responsible for the coordination, planning, and execution of the Region IV Spring Meeting. The Committee Chair will be responsible for appointing a Co-Chair or Co-Chairs after consultation with the Chair of Region IV.

**Duration:** Duration is a one-year term, beginning when selected and ending after the following Region IV Spring Meeting.

**Function of Position:** The Chair and Co-Chair(s) will facilitate completion of activities required to produce a successful regional Spring Meeting.

**Essential Duties and Responsibilities:** The Region IV Chair-Elect will serve as ex-officio Chair for the Program Committee. Additional Co-Chair(s) will be appointed as appropriate to help in the planning and execution process.

**Time Commitment:** Time commitment is approximately eight to twelve hours for each month prior to the regional Spring Meeting, including attendance at the meeting.

**Public Speaking:** Limited speaking may be required to introduce a guest or present information at the regional Spring Meeting.

### **Qualifications/Requirements:**

(1) Knowledge and/or Skills – An understanding of the mission of NCURA is essential. The ability to set aside personal and parochial concerns during conflict, while acting in the best interests of the Regional members. Excellent communication skills are necessary. Ability to work within a team, demonstrating respect for all the players in the governance process is desired as are excellent organizational skills, including the ability to prioritize and delegate when necessary.

(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 Region IV Chair, Board of Directors and National as requested. The committee Chair and Co-Chair(s) should review the administrative procedures regarding the committee and membership.

### **Additional Information:**

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

(2) Travel – Travel may be required to attend regional Spring Meeting as well as various planning meetings. Reimbursement for travel expenses is not available under normal circumstances.

**Election Procedures:** Not applicable.

## NCURA REGION IV – Program Committee Member

**Description of Position:** Program Committee Members serve on the Program Committee for Region IV, guiding the affairs of the region with regard to planning and coordinating specific aspects of the regional Spring Meeting.

**Duration:** Duration is a one-year term. Program Committee members are appointed by the Program Committee Chair and Co-Chairs. The duration will be from time of appointment until the next regional Spring Meeting adjourns.

**Function of Position:** Program Committee Members work with colleagues in providing a successful, well-attended, and informative meeting for attendees.

**Essential Duties and Responsibilities:** Program Committee Members participate in conference calls of the program committee (roughly two to three), exchange e-mails/telephone calls, suggest and contact potential speakers, topics, and moderators as well as work with them to develop their session, and other functions necessary or appointed by the Chair of the Program Committee/Chair-Elect Region IV.

**Time Commitment:** Time commitment is three to five hours per month with additional time required for follow-up communications and one to two hours for e-mail exchanges and other volunteer-time that is essential to putting together the regional Spring Meeting program.

**Public Speaking:** Interaction with program committee conference calls as necessary.

### **Qualifications/Requirements:**

(1) Knowledge and/or Skills – Previous experience with NCURA Region IV activities is desirable. Research Administration experience is required.

(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 Chair and Co-Chairs of Program Committee, other members of the Program Committee, and members of the region who have held positions within NCURA Region IV. Additional support is provided from the National office as requested. Committee members should review the administrative procedures regarding the committee and membership.

### **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; Program Committee members are appointed by the Chair and Co-Chairs of the Program Committee.

## NCURA REGION IV – Site Selection Committee Chair

**Description of Position:** The Site Selection Chair leads the committee in the solicitation of invitations to host the Region IV Spring Meeting. Along with committee members, the Site Selection Chair conducts research on hotel/conference accommodations and selects a minimum of three sites for regional Board selection. The Site Selection Chair presents the preliminary list of potential sites for discussion two years in advance to the regional Board committee.

**Duration:** Duration is one year, immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting.

**Function of Position:** The Site Selection Chair is responsible for working with the Site Selection Committee to choose a site for the regional Spring Meeting. Announcement of the location for each regional Spring Meeting is made at the regional Spring Meeting. The Site Selection Chair is appointed by the Chair of Region IV.

**Essential Duties and Responsibilities:** Along with the Site Selection Committee, the Site Selection Chair researches hotels and conference sites to determine appropriate locations for regional meetings. Duties will include site visits to tour the facilities and negotiating the contract terms.

**Time Commitment:** Time commitment is approximately four to six days per year.

**Public Speaking:** Communication with hotel staff and Regional Board of Directors is required. Limited public speaking may be necessary to present reports at the regional and national business meetings.

**Qualifications/Requirements:**

- (1) Knowledge and/or Skills – Knowledge of the type of venue needed for the meeting, along with past site locations and contract negotiation.
- (2) Education and/or Experience – Prior attendance at meetings is preferred.
- (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. The Chair should review the administrative procedures regarding the committee and committee membership.

**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. Travel is preferred to attend the regional and national meetings to report on future meeting sites. Reimbursement for site selection activities is reimbursed by Region IV. Travel reimbursement for the regional and national meetings is not available under normal circumstances.

**Election Procedures:** Not applicable; the Site Selection Committee Chair is appointed by the Chair of Region IV.



## 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.