

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.