

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.