

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.