

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.