

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.