

# Melissa Coghill

## Purdue University Senior Compliance

### Region IV Secretary Nomination

My interest in this role stems from a commitment to organizational excellence and supporting the success and governance of this organization that help to guide our everyday work in research administration. I want to contribute my skills to advancing the mission of the board. As a compliance officer I am compelled to facilitate effective governance and support transparent communication among all members, which I believe are crucial to the success of any professional organization.

What excites me most about the Board Secretary position is the central role it plays in ensuring that meetings run smoothly, records are diligently maintained, and board activities remain aligned with strategic objectives. I am enthused to meet more peers outside of my home institution and collaborating with diverse professionals to generate support for our Region in professional endeavors. Also as a process and training content developer (SME), the chance to help shape policy and support impactful decision-making is especially motivating to me.

Professionally, I have 15 years of research administration and management experience, with my latest experience of almost 4 years in compliance; internal and external audits, process enhancement and training content development. I have managed meeting logistics, prepared detailed minutes, coordinated communications, and maintained confidential records in both my professional role and volunteer positions. My attention to detail, strong organizational abilities, and clear written and verbal communication skills have consistently contributed to the effective functioning of the teams I have served. I have operated by Roberts Rules of Order in previous volunteer positions as Secretary and President which aid in good minutes reporting and high-functioning meetings if needed.

Academically, I hold a master's degree in Business Administration and BS in Accounting/Management. I have recently completed a Google Certificate in Project Management, equivalent to 9 college credit hours. I previously was certified by SHRM in Human Resource Management. I have attended 3 of the last 4 years of NCURA Annual Meeting and love gleaning what new information I can to take back to my peers.

I am excited to bring my experience, energy, and commitment to the Region IV Board of NCURA, and I am confident that my background will enable me to make a meaningful and positive contribution. Thank you for considering my self-nomination.