

NCURA REGION IV – CHAIR-ELECT

Position Description and Expectations: The Chair-Elect is the executive officer of Region IV, working closely with the Chair in collaboration efforts on regional matters. The Chair-Elect represents all members of the region and participates in regional (and national) meetings, activities, and functions. If the Chair of Region IV is unavailable to attend a Board of Directors, regional, or national meeting, the Chair-Elect will fill in for the Chair and preside over the meeting. The Chair-Elect will assume the duties of the Chair if the Chair is unable to complete the term.

The Chair-Elect also plans and executes the Region IV Spring Meeting, manages its budget, and convenes Program Committee meetings, providing oversight for all planning activities. Serving as voting member of the Region IV board, the Chair-Elect also appoints Co-Chair(s) and other committee members as appropriate in the planning process for the Spring Meeting and assists with professional development initiatives from national and regional directives. The Chair-Elect may also welcome attendees and introduce speakers during the Region IV Spring Meeting.

Duration and Time Commitment: One-year term; two to three hours a week for regional matters; additional time is necessary for planning the regional Spring Meeting.

Qualifications/Skills/Abilities: The Chair-Elect represents the Region at high levels, so skills such as public speaking, collaboration, writing, and communication are highly desired. It is required that the Chair-Elect holds previous experience with NCURA Region IV activities and five years' research administration experience.

There is no formal education requirement, however it is expected that the Chair-Elect has experience with research administration issues and it is highly desired that they hold specific expertise in a particular specialty area within the profession. The Chair-Elect also must be a member of Region IV.

Training and Support: Support will come from the current Chair, board members, and other members of the region who have held positions within NCURA. Occasional conference on leadership held by the national office is also available. The Chair-Elect should review the administrative procedures and by-laws.

- (1) **Benefits** – Benefits include professional development and recognition both regionally and nationally within NCURA. The Chair-Elect also has the chance to build on their leadership skills and represent their institution, network, collaborate, and share their knowledge and experience with other professionals in the Midwest Region, around the country, and with National leadership. The opportunities abound!

- (2) Travel – Travel is required to attend Board of Directors 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: The Chair-Elect is elected annually begins immediately after the regional Spring Meeting, in accordance with the Region IV by-laws.