

NCURA REGION IV – AT-LARGE MEMBER

Description of Position: At-Large Members serve on the Regional Board, performing duties to support the region in consultation with the Region IV Chair.

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. At-Large Members' terms are to be staggered so that two of the four members are elected each year. The candidate with the second most votes in the Chair-Elect election will also fulfill a one-year term each year as an At-Large Member.

Function of Position: At-Large Members work in conjunction with the Region IV Chair to perform essential tasks as deemed needed by the Region IV Chair and Board.

Essential Duties and Responsibilities: At-Large Members assist the Region IV Chair with coordination of all functions of the regional Board, including but not limited to dissemination of information to the members of Region IV, coordination of the New Members Reception and/or other new member activities approved by the Board at national and regional meetings, and other duties as deemed necessary by the Chair and Board.

Time Commitment: Time commitment is approximately one hour per week.

Public Speaking: Limited public speaking at regional and national business meetings may be required. Participation in conference calls with Board 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.
- (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 current Region IV Chair and other members of the region who have held positions within NCURA Region IV. At-Large members should review the administrative procedures.

Additional Information:

- (1) Benefits – Professional development and recognition regionally and nationally within NCURA.
- (2) Travel – Travel is required to attend stand-alone Board of Director meeting, and preferred attendance at 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 to the national and regional meeting is not available under normal circumstances.

Election Procedures: Members are elected every two years in accordance with the Region IV by-laws with the exception of the Chair-Elect runner-up who will be elected annually.