

## NCURA REGION IV – Membership Committee Member

**Description of Position:** Membership Committee Members serve on the Membership Committee, which is charged with leading the effort to promote, increase, and retain membership for Region IV.

**Duration:** Membership Committee Members are appointed annually by the Chair of the Membership Committee, with terms beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting.

**Function of Position:** Membership Committee Members work together to provide Region IV members with a basic understanding of everything available to them as an NCURA member. Membership Committee Members promote attendance at meetings, provide information about NCURA regional and national committees, board positions, awards, networking, and administrative resources available as an NCURA member.

**Essential Duties and Responsibilities:** Membership Committee Members assist the chair with coordination of all functions of the Membership Committee, 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.

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

**Public Speaking:** Limited public speaking may be necessary. Participation in conference calls with committee members may be required.

**Qualifications/Requirements:**

(1) Knowledge and/or Skills – Previous experience with NCURA Region IV activities is desirable. Research Administration experience is desired.

(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 Region IV Chair and other members of the region who have held positions within NCURA Region IV. Committee members should review the administrative procedures regarding the committee and its membership roles, responsibilities, and requirements.

**Additional Information:**

(1) Benefits – Benefits include professional development and recognition regionally and nationally within NCURA.

(2) Travel – Travel is not required.

**Election Procedures:** Not applicable; Membership Committee Members are appointed annually by the Chair of the Membership Committee.