

NCURA REGION IV – Awards Committee Member

Description of Position: Awards Committee Members serve on the Awards Committee, which is charged with promoting and overseeing the region's award and recognition programs. Members of the Awards Committee must not nominate or provide letters of support for recognition awards (Distinguished Service, Kevin Reed Outstanding New Professional, Meritorious Contribution, or Special Merit and Distinction) during their term on the committee. Committee members may nominate individuals for travel awards.

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

Function of Position: Award Committee members work together to provide Region IV members with information regarding the regional awards and recognition programs, including award purpose, criteria, and deadlines. Award Committee members will work together to administer the different awards programs.

Essential Duties and Responsibilities: Award Committee Members assist the Chair with coordination of all functions of the Awards Committee, including but not limited to:

- ensuring award and recognition materials (application forms, criteria, etc.) are reviewed and up-to-date
- soliciting and accepting nominations for award programs
- review and scoring of award applications
- decide on who if anyone is to receive an award
- communication with committee members and Awards Committee Chair regarding new and current Region IV award and recognition programs

Time Commitment: Time commitment is approximately two hours per month, with a heavier load from February through May.

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 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.

(4) Must maintain confidentiality in the awards process and proceedings.

Training and Support: Support comes from current Awards Committee 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; Award Committee Members are appointed annually by the Awards Committee Chair.