

## NCURA REGION IV – Membership Committee Chair

**Description of Position:** The Membership Committee Chair is charged with coordinating all effort to promote, increase, and retain membership for Region IV.

**Duration:** Duration is a one-year term, appointed by the Region IV Chair, beginning immediately after the regional Spring Meeting and continuing through the next regional Spring Meeting.

**Function of Position:** Provides Region IV members with a basic understanding of what is available to them as an NCURA member. Promotes attendance at meetings and provides information about NCURA regional and national committees, board positions, awards, networking, and administrative resources available as an NCURA member.

**Essential Duties and Responsibilities:** The Committee Chair will be responsible for coordination of all membership functions with the assistance of the other committee members, 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 during the term. The Committee Chair also appoints the Region IV Volunteer Coordinator who is also a committee member.

**Time Commitment:** Time commitment is approximately two to three hours a week.

**Public Speaking:** Limited public speaking may be necessary to present reports at the regional and national business meetings.

### **Qualifications/Requirements:**

(1) Knowledge and/or Skills – Previous experience with NCURA Region IV activities is desirable. Research Administration experience is required. Organization and communication skills are a must.

(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 the Region IV Chair, other Committee members and other members of the region who have held positions within NCURA Region IV. Occasional conference on leadership held by the national office may also be available. The Chair should review the administrative procedures regarding the committee and committee membership.

### **Additional Information:**

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

(2) Travel – Travel is preferred to attend the regional meeting to assist with membership activities. Reimbursement for travel expenses to the regional meeting is not available under normal circumstances.

**Election Procedures:** Region IV Membership Committee Chair will be selected by the Region IV Chair for a one-year term to begin after the regional Spring Meeting.