

NCURA Region I Awards Committee

Member Position Description

DESCRIPTION OF POSITION

The Awards Committee is responsible for all awards and recognition activities within Region I. The purpose of the committee is to enhance professional development and recognize individuals who have made significant contributions to Region I NCURA, and to the profession of research administration.

Members of Committee

The committee will be composed of at least five active regional members:

- Chair of the Volunteer and Member Committee (also an Advisory Board Member)
- A past member of the awards committee
- At least two Region I members
- Chair of Awards Committee (appointed by Region I Chair)

DURATION

One year term, on a calendar year appointment basis, beginning January 1.

A. Function of Position

Represents Region I in a professional manner at all NCURA meetings, functions, etc.

B. Essential Duties and Responsibilities

Calls for nominations will be issued to Region I members at least three months prior to the spring meeting. The call for nominations for the travel awards to the annual meeting in Washington, DC will be issued at least three months prior to that meeting. The Awards Committee will make best efforts to notify travel award winners at least two months prior to attendance of an NCURA meeting.

C. Time Commitment

Approximately 2-4 hours per month.

D. Public Speaking

Minor.