

NCURA Region I Chair-Elect Position Description

DESCRIPTION OF POSITION

Serve as an executive officer of Region I, working closely with the Chair, to represent all members of the region. The Chair-Elect shall assist the Chair in directing regional affairs.

DURATION

Elected by the regional membership for a one-year term beginning January 1. Succeeds to the position of Chair of Region I immediately following the term as Chair-Elect and serves as Immediate Past Chair following the term as Chair.

A. Function of Position

Represents Region I at all NCURA meetings, activities, and other functions as necessary. The Chair-Elect will be a voting member of the Region I Advisory Committee and will assist the current Chair with all regional matters. If the Chair of Region I is unable to complete the term for any reason, the Chair-Elect will assume the duties of the Chair. After completing the term of a vacated Chair, the Chair-Elect will serve a full term as Chair. If the Chair-Elect is unable to complete the term of office for any reason, the Advisory Committee shall elect one of its members to serve out the remainder of the term.

B. Essential Duties and Responsibilities

The Chair-Elect shall serve as Chair of the Program Committee to plan and coordinate the Region I Spring Meeting. The Chair-Elect shall appoint a Co-Chair or Co-Chairs and other committee members as appropriate to help in the planning process. See description of Program Committee Chair for list of duties and responsibilities.

If the Chair of Region I is unavailable to attend a meeting (such as the regional or national NCURA meeting), the Chair-Elect will fill in for the Chair and preside over the Region I business meeting and other meetings as necessary.

C. Time Commitment

Approximately 2 to 3 hours a week. Time will be devoted to assisting the Chair with regional business issues. Involvement with the Region I Spring meeting includes convening Program Committee meetings and providing oversight for all planning activities.

D. Public Speaking

Required as part of assisting the Chair in regional business matters. The Chair-Elect may also welcome attendees and introduce speakers at the Region I Spring meeting.

E. Qualifications/Requirements

- (1) **Knowledge and/or Skills:** Must be familiar with NCURA from both a national and regional perspective. Previous experience with NCURA Region I activities is required. Previous experience serving on a recent regional program committee is strongly desired. Prior experience serving on a recent regional program committee, the RISE program (formerly the Emerging Leadership Institute), and/or Executive Shadow Program is desired. Research administration experience is required. Experience serving as a Region I Committee Chairperson is desired.
- (2) **Demonstrated ability to meet deadlines and successfully collaborate with peers to achieve objectives;** ability to demonstrate exemplary leadership and communication skills; demonstrated ability to have positive professional relationships with people from various backgrounds and skill sets.
- (3) **Education and/or Experience:** Must be a member of Region I. Familiarity with research

administration issues or specific expertise in a particular specialty area within the profession is desirable.

- (4) Travel: Expected to attend Advisory Committee meetings and the Region I Spring meeting. Travel to the national NCURA annual meeting in Washington, D.C. is encouraged. Reimbursement for travel expenses may be available as the Region I budget allows.