

NCURA Region I Curriculum Committee

Chair Position Description

DESCRIPTION OF POSITION

The Chair of the Curriculum Committee is responsible for overseeing the development, implementation, and assessment of educational programs conducted on behalf of Region I members.

DURATION

One-year appointment by Region I Chair-Elect for following January to December term.

A. Function of Position

Oversees five-person Curriculum Committee. Represents Region I in a responsible and professional manner at all NCURA meetings, functions, etc., at which attendance is necessary in connection with Curriculum Committee activities. This position incorporates an automatic appointment to and participation on the Region I Advisory Committee.

B. Essential Duties and Responsibilities

The Chair of the Curriculum Committee will be responsible for selecting four members to participate on the committee and overseeing the development process for all curricular activities within Region I. This process involves soliciting feedback from NCURA Region I members regarding educational offerings to be considered, reviewing and assessing the educational component of the annual spring meeting program, and, in conjunction with the Region I Chair and Advisory Committee, developing and implementing all other non-RADG educational offerings.

C. Committee Composition

Four (4) Curriculum Committee Members, in addition to the Chair of Curriculum Committee are required for voting purposes. Membership should consist of at least one member from the previous Curriculum Committee and one current Advisory Committee member. Two additional regional members should complete the 5 member committee.

D. Time Commitment

Approximately 2-4 hours per month for meetings and/or e-mail discussions with Curriculum Committee members and discussions with Region I Chair and Advisory Committee. Additional time may be required for participating in Region I Advisory Committee meetings.

E. Public Speaking

Presentation of curricular initiatives at business meetings held in conjunction with the annual spring meeting and/or NCURA annual meeting in Washington, DC.

F. Qualifications/Requirements

(1.) Knowledge and/or Skills: Substantial research administration experience and a competent understanding of the professional development needs of Region I members are required. Prior experience in Region I activities and knowledge of regional by-laws and administrative policies is recommended.

(2.) Education and/or Experience: At least five (5) years experience as a research administration professional, as well as familiarity with Region I curricular activities and contemporary research administration issues, is required.

(3.) Must be a member in good standing of NCURA Region I.

G. Training and Support

Support will be provided through interactions with the Advisory Committee, Chair, and Chair-Elect.

H. Additional Information

(1.) Benefits: Professional development and recognition regionally and nationally within NCURA.

(2.) Travel: Attendance at annual spring meeting required to present awards.

I. Appointment

The Chair of Curriculum Committee is appointed by the Chair-Elect of Region I.