

NCURA Region I Curriculum Committee

Member Position Description

DESCRIPTION OF POSITION

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

DURATION

One-year appointment by Region I Curriculum Committee Chair for a January to December term.

A. Function of Position

Works as a member of a 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.

B. Essential Duties and Responsibilities

The Curriculum Committee members will be responsible for participating on the committee in a manner that assists with 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, with specific tasks to be assigned by the Curriculum Committee Chair.

C. Time Commitment

Approximately 2-4 hours per month for meetings and/or e-mail discussions with the Curriculum Committee Chair and/or Curriculum Committee members.

D. Public Speaking

None.

E. Qualifications/Requirements

- (1.) Knowledge and/or Skills: Substantial research administration experience and an 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: Familiarity with research administration issues or specific expertise in a particular specialty area within the profession is desirable.
- (3.) Must be a member in good standing of NCURA Region I.

F. Training and Support

General support and direction, as needed, by the Curriculum Committee Chair.

G. Additional Information

- (1.) Benefits: Professional development and recognition regionally and nationally within NCURA.
- (2.) Travel: None.