

NCURA Region I National Board Representative Position Description

DESCRIPTION OF POSITION

Serve as a member of the National Board of Directors, the primary governing body of NCURA, as a representative of Region I. This board actively supports the mission and goals of the entire organization of NCURA.

DURATION

Elected by the regional membership for a two-year term beginning January 1.

A. Function of Position

Represents Region I at all NCURA National Board meetings, activities, and other functions as necessary.

B. Essential Duties and Responsibilities

The National Board Representative will review all minutes, reports, special studies and other documents brought before or provided to the National Board. Participation in special non-routine Board working groups as needed. Liaises with Board appointed Task Forces as assigned. Designs, deliberates, and approves new policies and changes to the existing policies as appropriate for the mission of the Council. Liaises with Region I Advisory Committee and as such is responsible for reporting on activities or other issues that impact the region.

C. Time Commitment

Approximately 2 hours a week.

D. Public Speaking

Required as needed to update the membership during the Regional business meetings.

E. Qualifications/Requirements

- (1) Knowledge and/or Skills: An understanding of the mission of NCURA. Previous experience with Region I activities is required. The ability to set aside personal and parochial concerns when in conflict with acting in the best interests of the Council. An understanding of the structure and workings of the Council as a whole. An ability for logical decision making. Good communication skills. Ability to work within a team, demonstrating respect for all the players in the governance process.
- (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, Region I Spring meeting, and to the national NCURA annual meeting in Washington, D.C. Travel is also required to attend two board meetings per year reimbursed by the National office. Reimbursement for travel expenses may be available as the Region I budget allows.