

NCURA Region I Professional Development Committee Chair & Member Position Description

DESCRIPTION OF POSITION

The Chair and committee members of the Professional Development Committee (PDC) work in collaboration to identify program improvements and enhancements, enhance program communications, assist with program implementation, and provide input, feedback and support as needed.

DURATION

Appointed for a one-year term.

A. Function of Position

PDC members work as a committee to facilitate professional development and networking activities within Region I.

B. Essential Duties and Responsibilities

The committee member will assist the Chair with coordination of all functions of the PDC including, but not limited to, the following duties:

- Oversee and implement the Mentor/Mentee program
- Facilitate and organize the Executive Shadow Program
- Hold at least one networking event annually
- Develop other ideas and recommendations regarding professional development to the Region I Advisory Committee

C. Time Commitment

Approximately 1-2 hours per week. Expected to engage in conference calls or meetings on a quarterly basis.

D. Public Speaking

Limited public speaking may be necessary.

E. Qualifications/Requirements

(1.) Knowledge and/or Skills: Excellent organizational, interpersonal, and communication skills are required. Strong interest in networking and professional development. Familiarity with research administration issues or specific expertise in a specialty area within the profession is required. Basic proficiency with word processing and spreadsheets is essential.

(2.) Education and/or Experience: The PDC Chair should have previous experience with professional development activities within NCURA.

(3.) Eligibility: Is required to be a current member of NCURA Region I.

(4.) Travel: Not required.

F. Training and Support

The PDC Chair receives support from the Region I Chair, PDC members, Advisory Committee, and other Region I members.

G. Additional Information

PDC members will contribute to the improvement of Region I programming, enhance his/her own Professional development, and receive recognition regionally and nationally within NCURA.

H. Election Procedures

The Professional Development Committee is an Ad-Hoc Committee of NCURA Region I, appointed by the Region I Chair, and receives its charge from the Region I Chair. The PDC Chair is appointed by the Region I Chair and is a voting member of the NCURA Advisory Committee. The PDC Chair shall select the committee members.