

NCURA Region I Program Committee

Co-Chair Position Description

DESCRIPTION OF POSITION

Two Co-Chairs will coordinate planning and serve to organize the Region I Annual Meeting. One Co-Chair will be the Chair-Elect and will be responsible for appointing another Co-Chair after consultation with the Chair of Region I.

DURATION

One year term, ending after Region I Annual meeting.

A. Function of Position

Co-Chairs will facilitate completion of activities required to produce a successful Regional Annual Meeting.

B. Essential Duties and Responsibilities

Region I Chair Elect will serve as ex-officio Co-Chair for the Program committee. In consultation with Chair they will appoint one additional Co-Chair to the Program committee. Additional members will be appointed as appropriate to help in the planning process.

C. Time Commitment

Average of approximately 8-12 hours for each month prior to Regional Annual Meeting, including attendance at the meeting.

D. Public Speaking

Limited speaking may need to introduce a guest.

E. Qualifications/Requirements

(1.) Knowledge and/or Skills: An understanding of the mission of NCURA. The ability to set aside personal and parochial concerns when in conflict with acting in the best interests of the Regional members. Good communication skills. Ability to work within a team, demonstrating respect for all the players in the governance process. Excellent organizational skills including ability to prioritize and delegate when necessary.

(2.) Education and/or Experience: Familiarity with research administration issues or specific expertise in a particular specialty area within the profession is desirable.

(3.) Eligibility: Must be a member of Region I.

F. Training and Support

Support from Chair, Advisory Board and National Level as requests.

G. Additional Information

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

(2.) Travel: Travel may be required to attend Regional Annual Meeting as well as various planning meetings. Reimbursement for travel expenses is not available under normal circumstances.