

NCURA Region I Volunteerism and Membership Committee Chair Position Description

DESCRIPTION OF POSITION

Serve as Chair of the Volunteerism and Membership Committee (VMC) charged with coordinating all effort to promote, increase and retain volunteerism and membership for Region I.

DURATION

Appointed for a one year term by the Region I Chair.

A. Function of Position

Represents Region I in a professional manner at all NCURA meetings, functions, etc. Will serve as a member of the Region I Advisory Committee. Will also serve as an ad hoc member of the Regional Meeting Program Committee to assist in planning events for new members and securing of volunteers as needed.

B. Essential Duties and Responsibilities

The VMC Chair will be responsible for the coordination of all functions of the VMC including but not limited to dissemination of information to the members of Region I, coordination of mentors for the New Member Mentor Program, maintenance of volunteer website, coordination of volunteers for the Regional Meeting as well as the National Meeting, and creating and maintaining of database of volunteers as well as matching potential volunteers to positions available.

C. Time Commitment

Approximately 2 to 3 hours a week.

D. Public Speaking

Minor; may need to introduce a speaker for RADG, if necessary.

E. Qualifications/Requirements

- (1.) Knowledge and/or Skills: Previous experience with NCURA Region I activities is desirable. Research Administration experience is required. Organization and communication skills.
- (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 in good standing of Region I.

F. Training and Support

Support from current Chair, Advisory Committee members and other members of the region who have held positions within NCURA Region I. Occasional conference on leadership held by the national office.

G. Additional Information

- (1.) Benefits: Professional development and recognition regionally and nationally within NCURA.
- (2.) Travel: Travel is required to attend national and regional meetings; other regional travel may be required. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures

Region I Volunteerism and Membership Committee Chair will be selected by the Region I Chair for a one-year term to begin January.