

NCURA Region I Volunteerism and Membership Committee

Member Position Description

DESCRIPTION OF POSITION

The members of the Volunteer and Membership Committee (VMC) assist with coordinating efforts to promote membership for Region I and to recruit, evaluate and place volunteers into various functions of Region I activities.

DURATION

At least 6 VMC members will be appointed by the VMC Chair for a one year term.

A. Function of Position

VMC members work as a committee to facilitate volunteerism and membership in Region I.

B. Essential Duties and Responsibilities

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

- Attend conference calls and/or meetings with VMC members
- Organize, recruit, and inform all volunteers for regional discussion groups, regional workshops, regional meeting, and national meeting
- Create a volunteer intake, orientation, placement, tracking, and thank you process for volunteers
- Welcome new members to Region I
- Facilitate member outreach
- Submit content updates on the volunteer and membership pages of the Region I website to the Region I Secretary/Webmaster

C. Time Commitment

Approximately 1 hour per week.

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 marketing and public relations is desirable. Familiarity with research administration issues or specific expertise in a particular specialty area within the profession is required. Working knowledge of Region I bylaws is preferred. Basic proficiency with word processing and spreadsheets is preferred.

(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 current VMC Chair and other members of Region I.

G. Additional Information

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

(2.) Travel: Travel to attend national and regional meetings may be requested; other regional travel may be requested. Reimbursement for travel expenses is not available under normal circumstances.