

NCURA Region I Chair - Position Description

Serve as the chief executive officer of Region I, representing all members with regard to membership, meetings, and planning for Region I activities.

DURATION:

Serves for a one year term, immediately following the term as Chair-Elect, beginning January 1. Succeeds to the position of Immediate Past Chair immediately following the term as Chair.

A. Function of Position:

Directs regional business and activities in accordance with the Region I by-laws and represents the Region in a professional manner at all NCURA meetings, activities and other functions as necessary. Serves as Chair of the Region I Advisory Committee. If the Chair is unable to complete the term of office for any reason, the Chair-Elect will assume the duties of the Chair.

B. Essential Duties and Responsibilities:

The Chair shall have the responsibility to call meetings, appoint members to regional committees, fill vacancies in regional offices, and generally direct the business and activities of the Region in consultation with the Region I Advisory Committee. In concert with the Treasurer, provides oversight of the Region I budget and financial activities. Presides over regional business meetings at the annual regional and national NCURA meetings. Maintains general oversight and responsibility for Research Administrators Discussion Group (RADG) meetings. Appoints the Regional Advisory Committee and chairs of other regional committees. Upon request from the National NCURA Board of Directors, recommends regional representatives to serve on national committees. Serves as the primary regional contact with the NCURA National Office. The incoming Chair is responsible for appointing a Region I Advisory Committee prior to taking office on January 1.

C. Time Commitment:

Approximately 4 hours per week. Time will be devoted to convening and presiding over Region I Advisory Committee meetings to conduct regional business; coordinating and planning the Region I business meetings at regional and national NCURA meetings; planning five RADG meetings; and providing oversight of all other regional activities as necessary.

D. Public Speaking:

Preside over Region I Advisory Committee meetings, welcome attendees and introduce speakers at RADG meetings, preside over the Region I business meetings at both regional and national meetings.

E. Qualifications/Requirements:

(1) Knowledge and/or Skills: Must be familiar with NCURA from both a national and regional perspective. Previous experience with NCURA Region I activities is desirable. Research administration experience is required.

(2) 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.

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

F. Training and Support:

Support from Immediate Past Chair, Advisory Committee members and other members of the region who have held positions within NCURA. Support is also available from the NCURA National Office. Occasional conference on leadership held by the NCURA National Office.

G. Additional Information:

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

(2) Travel: Travel is required to attend Advisory Committee meetings, the Region I Spring meeting, and the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures:

Not applicable. The Region I Chair position will be assumed annually by the previous Chair-Elect.