

# NCURA Region I

## Immediate Past Chair - Position Description

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Serve as a member of the Region I Advisory Committee, providing assistance to the current Chair and other members of the Committee.

### **DURATION:**

Serves for a one year term, immediately following the term as Chair, beginning January 1.

### **A. Function of Position:**

Represents Region I at all NCURA meetings, activities and other functions as necessary. The Immediate Past Chair will be a voting member of the Region I Advisory Committee.

### **B. Essential Duties and Responsibilities:**

The Immediate Past Chair will advise and counsel the Chair, Chair-Elect and other members of the Region I Advisory Committee about all regional business and activities.

### **C. Time Commitment:**

Approximately 3-6 hours total to attend Advisory Committee meetings and the Region I business meeting at regional and national NCURA meetings. An additional 1-2 hours per month may be spent advising the current Chair.

### **D. Public Speaking:**

Minor public speaking required.

### **E. Qualifications/Requirements:**

- (1) Knowledge and/or Skills: Previous experience as Region I Chair required. 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:**

Advisory Committee members and other members of the region who have held positions within NCURA.

### **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 (preferably) the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses is not available under normal circumstances.

**H. Election Procedure:**

Not applicable. The Immediate Past Chair position will be assumed annually by the previous Chair of Region I.