

NCURA Region I Administrative Policies

Approved January 19, 2016

These Administrative Policies are meant to supplement the Region I Bylaws. Therefore, the Bylaws must be consulted in conjunction with the policies below. In the case of any conflicts, the Bylaws overrule Administrative Policies.

I. Officer Position Descriptions

A. Chair

Essential Duties and Responsibilities:

As chief executive officer of NCURA Region I, the Chair, in collaboration with regional leadership:

- Maintains general oversight of and responsibility for all Region I activities and all officers and committee chairs.
- Convenes, sets agendas for, and chairs Advisory Committee meetings.
- Creates ad hoc committees, appoints members to regional committees, fill vacancies in regional offices.
- Presides over Advisory Committee and Business Meetings at the NCURA and Regional Annual Meetings Serves as the primary regional contact with the NCURA National Office; makes recommendations to the National Organization regarding national committee appointments and nominations, as requested.
- In the event of dereliction of duty of other elected officers, is empowered to ask the Advisory Committee to vote to depose said officer.
- Provides oversight of the Region I budget and financial activities (in concert with Treasurer).
- Maintains general oversight and responsibility for Research Administrators Discussion Group (RADG) meetings.
- Delegates to, trains and mentors the Chair-Elect to ensure a smooth transition when term expires.

Serves a one-year term as Chair immediately following a term as Chair-Elect.

Qualifications/Requirements:

- 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.
- 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.

- Travel is expected to attend Advisory Committee meetings and the Region I Spring meeting. Travel to the national NCURA annual meeting in Washington, D.C. is encouraged. Reimbursement for travel expenses may be available as the Region I budget allows.

B. Chair-Elect

Essential Duties and Responsibilities:

As an executive officer of NCURA Region I, the Chair-Elect, working closely with the Chair, in collaboration with regional leadership:

- Serves as Co-Chair of the Region I Program Committee to plan and coordinate the Region I Spring Meeting. The Chair-Elect shall appoint a Co-Chair or Co-Chairs and other committee members as appropriate. Involvement with the Region I Spring meeting includes convening Program Committee meetings and providing oversight for all planning activities. See description of Program Committee Co-Chair for list of duties and responsibilities.
- The Chair-Elect will fill in for the Chair and preside over the Region I meetings as requested and necessary.
- If the Chair of Region I is unable to complete the term for any reason, the Chair-Elect will assume the duties of the Chair.

Qualifications/Requirements:

- 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.
- 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.
- Travel is expected to attend Advisory Committee meetings and the Region I Spring meeting. Travel to the national NCURA annual meeting in Washington, D.C. is encouraged. Reimbursement for travel expenses may be available as the Region I budget allows.

C. Immediate Past Chair

Essential Duties and Responsibilities:

As a member of the Region I Advisory Committee, the Immediate Past Chair, in collaboration with regional leadership:

- Advises, the Chair, Chair-Elect and other members of the Region I Advisory Committee about all regional business and activities.
- Is empowered to ask the Advisory Committee to vote to depose an officer in the event of dereliction of duties.

Qualifications/Requirements:

- Knowledge and/or Skills: Previous experience as Region I Chair required. Research administration experience is required.

- 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.
- Travel is expected to attend Advisory Committee meetings and the Region I Spring meeting. Travel to the national NCURA annual meeting in Washington, D.C. is encouraged. Reimbursement for travel expenses may be available as the Region I budget allows.

D. Treasurer

Essential Duties and Responsibilities:

The Treasurer, working closely with the Chair, in collaboration with regional leadership:

- Makes required reports to Regional Membership at National NCURA Annual Meeting, Regional Annual Meeting, and as called for by the Regional Membership, the Chair of Region I and/or the National Organization.
- Has responsibility for any program or activity involving the commitment of Regional funds.
- Conducts financial activities of the Region in conjunction with the Regional Chair.
- Provides an annual budget to National office every January and participates in Regional financial audits as assigned by National office.
- Completes and submits to National office Regional Treasurer's Yearly 990 Summary.
- Represents the region on National and Regional committees and task forces as needed
- Assists in regional budgetary process with Program Committee Chair for Annual Regional Meeting, Annual National Meeting, RADG and Advisory meetings.
- Participates as a member of the Region I Advisory Committee and other Ad-Hoc Committees as assigned.
- Delegates, trains and mentors the Treasurer-Elect to ensure a smooth transition when term expires. Serves a one-year term as Treasurer immediately following a term as Treasurer Elect, and will serve a one-year term immediately after his/her term as Treasurer, on the Financial Management Committee.

Qualifications/Requirements:

- Knowledge and/or Skills: Understanding of financial statements and ability for logical decision making. Good communication and analytical skills. Ability to work as a team member on both Regional and National levels.
- Education and/or Experience: Must be a member of Region I. Financial background with budget and reporting emphasis.
- Travel is expected to attend Advisory Committee meetings and the Region I Spring meeting. Travel to the national NCURA annual meeting in Washington, D.C. is encouraged. Reimbursement for travel expenses may be available as the Region I budget allows.

E. Treasurer-Elect

Essential Duties and Responsibilities:

The Treasurer-Elect will assist the Treasurer, working closely with the Chair, in collaboration with regional leadership:

- Assists with required reports to Regional Membership at National NCURA Annual Meeting, Regional Annual Meeting, and as called for by the Regional Membership, the Chair of Region I and/or the National Organization.
- Assists with conducting financial activities of the Region in conjunction with the Regional Chair and the Treasurer.
- Assists with providing an annual budget to National office every January and participates in Regional financial audits as assigned by National office.
- Assists with completing and submitting to National office Regional Treasurer's Yearly 990 Summary.
- Assists in regional budgetary process with Program Committee Chair for Annual Regional Meeting, Annual National Meeting, RADG and Advisory meetings.
- Participates as a member of the Region I Advisory Committee and other Ad-Hoc Committees as assigned.
- Assumes duties of Regional Treasurer should the current Treasurer become unable to continue in the position.
- Serves as an ex-officio member of the Program Committee for the Regional Annual Meeting, working with the Chair-Elect, and Treasurer to assist as needed.
- Serves on the Financial Management Committee during her/his term.

Qualifications/Requirements:

- Knowledge and/or Skills: Understanding of financial statements and ability for logical decision making. Good communication and analytical skills. Ability to work as a team member on both Regional and National levels.
- Education and/or Experience: Must be a member of Region I. Financial background with budget and reporting emphasis.
- Travel is expected to attend Advisory Committee meetings and the Region I Spring meeting. Travel to the national NCURA annual meeting in Washington, D.C. is encouraged. Reimbursement for travel expenses may be available as the Region I budget allows.

F. Secretary

Essential Duties and Responsibilities:

The Secretary, working closely with the Chair, in collaboration with regional leadership:

- Takes minutes and maintains records of all Region I business meetings (Spring, National, and Advisory Committee); Ensures minutes are disseminated and retained as necessary.
- Oversees the maintenance of Region I website.
- Works with leadership to provide adequate publicity for all Region I events.
- Coordinates Region I communications with NCURA National Office.
- Sets up and requests Regional event registration links as necessary.
- Delegates to, trains and mentors the Secretary-Elect to ensure a smooth transition when term expires.
- Serves a one-year term immediately following a term as Secretary-Elect.

Qualifications/Requirements:

- Knowledge and/or Skills: Previous experience with NCURA Region I activities is desirable. Research Administration experience is required.
- 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.
- Travel is expected to attend Advisory Committee meetings and the Region I Spring meeting. Travel to the national NCURA annual meeting in Washington, D.C. is encouraged. Reimbursement for travel expenses may be available as the Region I budget allows.

G. Secretary-Elect

Essential Duties and Responsibilities:

The Secretary-Elect will assist the Secretary, working closely with the Chair, in collaboration with regional leadership:

- Serves as an ex-officio member of the Program Committee for the Regional Annual Meeting, working with the Chair-Elect, and Secretary to assist as needed.
- Assists with minutes and maintaining records.

Qualifications/Requirements:

- Knowledge and/or Skills: Previous experience with NCURA Region I activities is desirable. Research Administration experience is required.
- 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.
- Travel is expected to attend Advisory Committee meetings and the Region I Spring meeting. Travel to the national NCURA annual meeting in Washington, D.C. is encouraged. Reimbursement for travel expenses may be available as the Region I budget allows.

H. Region I Board Member

Essential Duties and Responsibilities:

The National Board Member:

- Serves as a member of the Board of Directors, the primary governing body of NCURA, which actively supports the mission and goals of the entire organization.
- Represents Region I on the Board. In concert with other Directors, control and direct the affairs of the Council and determines its policies.
- Reviews all minutes, reports, special studies, petitions, and other documents brought before or provided to the Board.
- Participates in special non-routine Board working groups as needed.
- Liaises with Board appointed Task Forces as assigned.
- Designs, deliberates and approves new policies and changes to existing policies as appropriate for the mission of the Council.
- Liaises with Region I Advisory Committee and as such is responsible for reporting on activities or other issues that impact the Region.

Qualifications/Requirements:

- 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 Council. An understanding of the structure and workings of the Council as a whole. An ability for logical decision making. Good communication skills. Ability to work within a team, demonstrating respect for all the players in the governance process.
- 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.
- Travel is expected to attend Advisory Committee meetings and the Region I Spring meeting. Travel to the national NCURA annual meeting in Washington, D.C. is encouraged. Reimbursement for travel expenses may be available as the Region I budget allows.

II. Standing Committees

A. Advisory Committee

The Advisory Committee is made up of all officers and officers-elect and at least five additional individuals from the Region I membership. Additional Advisory Committee members may include:

- Region I committee chairs;
- Region I members at large;
- Any Region I members serving on National Committees.

The appointed members of the Advisory Committee may be either Members or Associate Members of NCURA.

When requested by the Chair or the Immediate Past Chair, the Advisory Committee may depose a sitting officer by a two-thirds majority vote.

The Advisory Committee shall serve until the end of the Chair's term. During the period between the formal announcement of the Chair's election and the effective date of his/her term, the Advisory Committee's role shall be one of assuring a smooth transition and of organizing the RADG sessions for the coming year.

B. Governance Committee

The Governance Committee shall consist of the Governance Committee Chair and at least two committee members appointed by the Committee Chair. The Governance Committee is responsible for overseeing the election of NCURA Region I officers. The Governance Committee will also perform an annual review of the NCURA Region I Bylaws and Administrative Policies and recommend necessary revisions to the Advisory Committee. In the event that an officer position should unexpectedly be vacated, the Governance Committee will review these Bylaws and coordinate a special election for the vacated position as quickly as possible.

Term Duration: The incoming Governance Committee Chair is appointed by the incoming Chair (i.e., the Chair-Elect) and serves concurrently with the aforementioned incoming Chair.

C. Financial Management Committee

The Financial Management Committee shall be comprised of the Treasurer, who shall chair the committee, the Treasurer-Elect and the Immediate Past Treasurer. The Chair may appoint additional members. The Financial Committee is responsible for assisting the Treasurer in oversight of NCURA Region I's fiscal matters; reviewing the annual budgets and making recommendations to the Advisory Committee; and performing other functions as requested by the Advisory Committee.

Term Duration: All members will serve a one-year term on the committee during their tenure as the Treasurer, the Treasurer-Elect and the Immediate Past Treasurer.

D. Program Committee

The Program Committee shall be responsible for planning and organizing the program for the Region I Annual Meeting.

The Region I Chair-Elect shall serve as Co-Chair of the Program Committee and shall appoint another co-chair after consultation with the Chair of Region I. The Co-Chairs of the Program Committee shall appoint committee members as appropriate to help in the planning process. The Region I Treasurer shall serve as an ex-officio member of the Program Committee.

E. Volunteerism and Membership Committee

The Volunteerism and Membership Committee shall be responsible for overseeing volunteer and membership activities, including dissemination of information and overseeing special

activities/events for volunteers and new members aimed at recruitment and retention of volunteers at the regional and national level.

The Volunteerism and Membership Committee shall consist of a Committee Chair, who is appointed by the Chair of Region I. The position shall serve until the end of the Regional Chair's term. The Committee Chair shall appoint Committee members as appropriate to help carry out the mission of the Committee. Committee members shall be appointed for two-year staggered terms.

F. Curriculum Committee

The Chair, in consultation with the Advisory Committee, may name one of the appointed members as Program Coordinator of RADG or two of the appointed members as Co-Program Coordinators of RADG for a one-year period. The Program Coordinator/Co-Program Coordinators will be responsible for coordinating, in consultation with the Advisory Committee, all RADG sessions for the appointed year. Such coordination shall include the selection of program topics and speakers, preparing meeting announcement/registration forms, submission of the forms to the Secretary for distribution, and collection of registration fees for deposit by the Treasurer. Any commitment of Regional funds shall be approved by the Region I Chair and will be specifically coordinated with the Region I Treasurer.

G. Other Committees

Ad hoc committees may be appointed at the pleasure of the Region I Chair to facilitate regional business and activities. No terms of office for such committees are specified, but it is understood that such committees are disbanded at the conclusion of the Region I Chair's term of office unless continued or reconstituted by the incoming Regional Chair.

III. Vacancies

A. In the event that an officer position is vacated, the procedures below will be followed:

Chair: the Chair-Elect will serve out the remainder of the term of the Chair, as well as the term of Chair for which they were elected. If the Chair-Elect is unable to assume the duties of the vacated Chair, the Advisory Committee will appoint a member to serve out the remainder of the term of Chair.

Chair-Elect: the Advisory Committee will appoint a member to serve as interim Chair-Elect until a special Region I election can be held and a new Chair-Elect announced in accordance with NCURA Region I Bylaws.

Immediate Past Chair: the position will remain vacant until the Chair succeeds to this office on January 1.

Treasurer: the Treasurer-Elect will serve out the remainder of the term, as well as the term of Treasurer for which they were elected. If the Treasurer-Elect is unable to assume the duties of the

vacated Treasurer, the Advisory Committee will appoint a member to serve out the remainder of the term of Treasurer.

Treasurer-Elect: the Advisory Committee will appoint a member to serve as interim Treasurer-Elect until a special Region I election can be held and a new Treasurer-Elect announced in accordance with NCURA Region I Bylaws.

Secretary: the Secretary-Elect will serve out the remainder of the term, as well as the term for which they were elected. If the Secretary-Elect is unable to assume the duties of the vacated Secretary, the Advisory Committee will appoint a member to serve out the remainder of the term.

Secretary-Elect: the Advisory Committee will appoint a member to serve as interim Secretary-Elect until a special Region I election can be held and a new Secretary-Elect announced in accordance with NCURA Region I Bylaws.

B. In the event that a non-officer position is vacated -- *Advisory Committee position, Governance Committee Chair position, Financial Committee position* -- the position may be filled at the discretion of the Chair.

IV. Meetings

Region I shall hold business meetings at the Regional Annual Meeting and at the national NCURA Annual Meeting. The agenda for the business meetings shall be the responsibility of the Region I Chair and shall include, when appropriate, a financial report, announcement of elections results, announcement of committee appointments, and committee reports, as well as other business of interest to the membership.

Other meetings, conferences, activities, etc., may be held at the request of the Region I Chair with the concurrence of the Advisory Committee.

V. Cash Reserve Requirement

The Region shall have at the minimum, enough cash on hand in the Regional bank account to cover the contractual obligations of the upcoming Regional Meeting. It is the responsibility of the Officers and the Advisory Committee to monitor the Regional cash balance and create an action plan when the cash balance does not meet this requirement.

VI. Changes in the Region I Administrative Policies

Changes in these policies are the responsibility of the Advisory Committee. Changes may emanate from either individual Advisory Committee members or the regional membership. All changes must be approved by a majority of the Advisory Committee. These changes must then be reported to the membership no later than the next Regional Business Meeting.