

# NCURA Region I Secretary - Position Description

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Serve as a Region 1 Secretary, supporting Chair in representing all members with regard to membership, meetings, and planning for Region I NCURA activities.

## **DURATION:**

Two year term, on an odd calendar year appointment basis, beginning January 1.

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

Represents Region 1 in a professional manner at all NCURA meetings, functions, etc.

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

Takes minutes and maintains records of all Region I business meetings (Spring, National, and Advisory Committee). The Secretary is responsible for RADG attendee mailing and registration duties.

## **C. Time Commitment:**

For RADG meetings, roughly 1-2 hours attending to registration duties. For spring and national business meetings, roughly 2-3 hours recording minutes, and 1-2 hours typing and finalizing minutes.

## **D. Public Speaking:**

Welcome RADG attendees and occasional speaker introduction at RADG meetings, as a back-up for the Chair.

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

- (1.) Knowledge and/or Skills - Previous experience with NCURA Region I activities is desirable. Research Administration experience is required.
- (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 previous Secretary and other members of the region who have held positions within NCURA Region 1.

## **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, the national NCURA meeting in Washington, D.C. , and occasional conferences on

leadership held by the national office. Reimbursement for travel expenses is not available under normal circumstances.

**H. Election Procedures:**

Region 1 Secretary will be elected in odd calendar years starting January 1 of the following year according to Region 1 by-laws.