

Volunteerism and Membership Committee Member

DESCRIPTION OF POSITION: The members of the Volunteer and Membership Committee (VMC) assist with coordinating efforts to promote membership for Region 1 and to recruit, evaluate and place volunteers into various functions of Region 1 activities..

DURATION: At least 6 VMC members will be appointed by the VMC Chair.

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:

Knowledge and 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.

Eligibility: Must be a member of Region I and membership in NCURA must be current.

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.

F. Training and Support: Support from current VMC Chair and other members of Region 1

G. Benefits:

Professional development and recognition regionally and nationally within NCURA