

NCURA Region I Advisory Committee

Member Position Description

DESCRIPTION OF POSITION

Serve as an Advisory Committee Member for Region I Chair in guiding the affairs of the region and shall develop activities and programs for Region I that are consistent with the goals and objectives of the National organization and of the regional membership.

DURATION

One year term, on a calendar year appointment basis, beginning January 1 to coincide with 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 the a smooth transition, and of organizing the RADG sessions for the coming year.

A. Function of Position

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

B. Essential Duties and Responsibilities

Assists the Chair in organizing RADG meetings (topics, speakers, etc.), discuss matters in Advisory Board Meetings (roughly 3 per year) that are important to the governance of Region I such as bylaw changes, spring meeting issues, selection of recipients for Region I Merit Award and travel awards to regional and national meetings, and other relevant topics that either need further discussion.

C. Time Commitment

2 to 3 hours for approximately 3 Advisory Committee meetings per year. An Advisory Committee Member must be available for an occasional ad-hoc Advisory Meeting, if necessary.

D. Public Speaking

Minor; may need to introduce a speaker for RADG, if necessary.

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: 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.

F. Training and Support

Support from Chair, Immediate Past Chair, Chair-Elect, Treasurer, Secretary, and other members of the region who have held positions within NCURA Region I.

G. Additional Information

The Advisory Committee shall have as its members the Chair of the Region (who shall serve as Chair of the Advisory Committee), the Chair-Elect, the Immediate Past Chair, the Treasurer, the Secretary, the Board Member from Region I, and at least five (5) individuals from the Region I Membership. The appointed members of the Advisory Committee may be either Members or Associate Members of NCURA.

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

(2.) Travel: Travel is required/recommended 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

Advisory Committee members shall be appointed by the incoming Chair before he/she assumes office on January 1.