

# NCURA Region I Diversity, Equity, and Inclusion (DEI) Chair Position Description

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## **DESCRIPTION OF POSITION**

Serves as Chair of the Diversity, Equity, and Inclusion Committee (DEI) charged with promoting the Region's mission and vision through diversity and inclusion initiatives, representation, and actions. Provides guidance and oversight to the Region in achieving NCURA's diversity, equity, and inclusion goals and initiatives.

## **DURATION**

Appointed for a one year term by the Region I Chair.

## **A. Function of Position**

Represents Region I in a professional manner at all NCURA meetings, functions, etc. Will serve as a member of the Region I Advisory Committee. Will also serve as an ad hoc member of the Regional Meeting Program Committee to assist in planning events with other Committee Coordinators to fulfill diversity, equity, and inclusion needs.

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

- (1.) Support and oversight of regional DEI initiatives.
- (2.) Work with the Regional leadership to identify opportunities to increase diversity, equity, and inclusion initiatives throughout the Region.
- (3.) May conduct surveys or focus groups to understand how the membership feels about the culture and environment of the Region.
- (4.) Identify and organize at least DEI events annually to the Regional membership at no cost.
- (5.) Promote the Region's diversity, equity, and inclusion initiatives on the NCURA DEI Collaborate Community.

## **C. Time Commitment**

Approximately 2 to 3 hours per month.

## **D. Public Speaking**

May need to facilitate a session or discussion group at an RADG or Regional Spring Meeting.

## **E. Qualifications/Requirements**

- (1.) Knowledge and/or Skills: An understanding of NCURA's primary mission as a professional development organization, and a strong commitment to NCURA's role in creating equitable and inclusive environments for a large, diverse membership. Requires an understanding of issues related to diversity, equity, and inclusion within of the research administration profession.
- (2.) Education and/or Experience: Understanding of issues related to diversity, equity, and inclusion is required. Prior service on NCURA national or regional committees or task force desired.
- (3.) Communication and/or Collaborative Skills: Excellent written and oral communication skills, ability to work collaboratively in a virtual team environment, ability and desire to communicate NCURA's mission and goals effectively, cultural competence in working with people from different background.
- (4.) Eligibility: Must be a member in good standing of Region I.

**F. Training and Support**

Support from current Chair, SCDEI, Advisory Committee members and other members of the Region who have held positions within NCURA Region I.

**G. Additional Information**

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

(2.) Travel: Travel to attend regional meetings is recommended. Reimbursement for travel expenses is not available under normal circumstances.