

NCURA Region I Program Committee Member Position Description

DESCRIPTION OF POSITION

Serve as Program Committee Member for Region I in guiding the affairs of the region with regard to planning and coordinating all aspects of the annual Spring Meeting (i.e. Regional Meeting), along with the others members of the Program Committee.

DURATION

One year term. The Program Committee members are appointed by the committee Co-Chairs. The duration will be from appointment until the Spring Meeting adjourns.

A. Function of Position

To work with colleagues in providing a successful, well-attended, and informative meeting for conference attendees.

B. Essential Duties and Responsibilities

Attend all meetings of the program committee (roughly 2 to 3), exchange e-mails/telephone calls regarding conference, suggest and contact potential speakers, topics, and moderators as well as work with them to develop their session; other functions necessary or appointed by the Chair(s) of the Program Committee/Chair-Elect Region I.

C. Time Commitment

3 to 5 hours for each Program Committee meeting with additional time required for phone calls. E-mail exchanges and other volunteer-time essential to putting together the Spring Meeting program.

D. Public Speaking

Interaction at program committee meetings 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: 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 Co-Chairs of Program Committee, other members of the program committee and the region who have held positions within NCURA Region I. Additional support from the National office as requested.

G. Additional Information

- (1.) Benefits: Professional development and recognition regionally and nationally within NCURA.
- (2.) Travel: Travel is required to attend Program Committee meetings to attend Region I Spring Meeting. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures

Program Committee members are appointed by the Co-Chair of the Program Committee.