

NCURA Region I Secretary-Elect Position Description

DESCRIPTION OF POSITION

The Secretary-Elect will assist the Region I Secretary, supporting the Chair in representing all members with regard to membership, meetings, and planning for Region I NCURA activities.

DURATION

One year term beginning January 1, immediately followed by a one year term as Secretary.

A. Function of Position

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

B. Essential Duties and Responsibilities

Assists with minutes and maintenance of records.

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 required. 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.
- (3.) Eligibility: Must be a member of Region I.
- (4.) 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.