



NCURA REGION III
GUIDE TO VOLUNTEER
OPPORTUNITIES

August 2009



Region III Chairperson

DESCRIPTION OF POSITION: Serve as the chief executive officer of Region III, representing all members with regard to membership, meetings, and planning for Region III activities.

DURATION: Serves for a one year term, immediately following the term as Chair-Elect, beginning on the first day following the Region III Spring Meeting and end on the last day of the Region III Spring Meeting. Succeeds to the position of Immediate Past Chair immediately following the term as Chair.

A . Function of Position

Directs regional business and activities in accordance with the Region III by-laws and represents the Region in a professional manner at all NCURA meetings, activities and other functions as necessary. If the Chair is unable to complete the term of office for any reason, the Chair-Elect will assume the duties of the Chair.

B . Essential Duties and Responsibilities

The Chair shall have the responsibility to call meetings, appoint members to regional committees, fill vacancies in regional offices, and generally direct the business and activities of the Region. In concert with the Treasurer, provides oversight of the Region III budget and financial activities. Upon request from the National NCURA Board of Directors, recommends regional representatives to serve on national committees. Serves as the primary regional contact with the NCURA National Office. The incoming Chair is responsible for appointing Committee Chairs and members.

C . Time Commitment

Approximately 5 hours per week. Time will be devoted to convening and presiding over regional business and coordinating and planning the Region III business meetings at regional and national NCURA meetings;

D . Public Speaking

Preside over the Region III business meetings at both regional and national meetings.

E . Qualifications/Requirements

(1) Knowledge and/or Skills: Must be familiar with NCURA from both a national and regional perspective. Previous experience with NCURA Region III activities is desirable. Research administration experience is required.

(2) Education and/or Experience: Must be a member of Region III. 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 III.

F . Training and Support

Support from Immediate Past Chair and other members of the region who have held positions within NCURA. Support is also available from the NCURA National Office. Occasional conference on leadership held by the NCURA National Office.

G . Additional Information

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

(2) Travel: Travel is required to attend Advisory Committee meetings, the Region III Spring meeting, and the national NCURA meeting in Washington , D.C. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures

Not applicable. The Region III Chair position will be assumed annually by the previous Chair-Elect.

REGION III Chair-Elect

DESCRIPTION OF POSITION: Serve as an executive officer of Region III, working closely with the Chair, to represent all members of the region. The Chair-Elect shall assist the Chair in directing regional affairs.

DURATION: Elected by the regional membership for a one-year term beginning on the first day following the Region III Spring Meeting and end on the last day of the Region III Spring Meeting. Succeeds to the position of Chair of Region III immediately following the term as Chair-Elect and serves as Immediate Past Chair following the term as Chair.

A . Function of Position

Represent Region III at all NCURA meetings, activities and other functions as necessary. The Chair-Elect will assist the current Chair with regional matters as needed. If the Chair of Region III is unable to complete the term for any reason, the Chair-Elect will assume the duties of the Chair.

B . Essential Duties and Responsibilities

The Chair-Elect shall serve as Chair of the Program Committee to plan and coordinate the Region III Spring Meeting. The Chair-Elect shall appoint committee members as appropriate to help in the planning process.

If the Chair of Region III is unavailable to attend a meeting (such as the regional or national NCURA meeting), the Chair-Elect will fill in for the Chair and preside over the Region III business meeting and other meetings as necessary.

C . Time Commitment

Approximately 4 hours a week. Time will be devoted to assisting the Chair with regional business issues. Involvement with the Region III Spring meeting includes convening Program Committee meetings and providing oversight for all planning activities.

D . Public Speaking

Required as part of assisting the Chair in regional business matters. The Chair-Elect may also welcome attendees and introduce speakers at the Region III Spring meeting. The Chair-Elect will provide an update on the Regional Meeting at the National Meeting.

E . Qualifications/Requirements

(1) Knowledge and/or Skills: Must be familiar with NCURA from both a national and regional perspective. Previous experience with NCURA Region III 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 III.

F . Training and Support

Support from current Chair, Immediate Past Chair, Treasurer, and other members of the region who have held positions within NCURA. Attend annual conference on leadership held by the national office.

G . Additional Information

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

(2) Travel: Travel is required to attend the Region III Spring meeting and the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures - Region III Chair-Elect will be elected annually in accordance with the Region III by-laws. The Region III Chair-Elect will assume annually the position of the Chair position immediately following their year as Chair-Elect.

NCURA REGION III Secretary

DESCRIPTION OF POSITION: Serve as Region III Secretary, supporting the Chair in representing all members with regard to membership, meetings, and planning for Region III NCURA activities.

DURATION: Two year term beginning January 1 of even calendar year.

A . Function of Position – Serve as Secretary for the organization.

B . Essential Duties and Responsibilities – The Secretary shall be responsible for maintaining the minutes of regional business meetings and the official membership roster of the region. The Secretary will make appropriate reports at all Region III business meetings.

C . Time Commitment – For spring and national business meetings, roughly 2-3 hours recording minutes, and 1-2 hours typing and finalizing minutes.

D . Public Speaking – Limited to presentation and obtaining approval of minutes at all Region III business meetings.

E . Qualifications/Requirements

(1.) Knowledge and/or Skills – Ability to impartially record proceedings and to write concise, accurate summaries of discussions. Excellent writing and communication skills required.

(2.) Eligibility – Must be a member of Region III.

F . Training and Support – Secretary will have resources within the Region for guidance including the Regional Executive Committee and the Immediate Past Secretary for the Region.

G . Additional Information –

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

(2) Travel: Travel is required to attend the Region III 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.

H. Election Procedures – Region III Secretary will be elected during an odd calendar year. The Secretary's term begins January 1 of the following year (even calendar year) according to Region III by-laws.

NCURA REGION III Treasurer

DESCRIPTION OF POSITION: The Treasurer shall be responsible for maintaining the financial records of Region III. The Treasurer shall collect, deposit, and disburse regional funds. The Treasurer shall be responsible for the preparation of the region's annual budget for endorsement by the Regional Chairperson. He/she is responsible for preparing and providing financial reports to the National Office as required and presenting the financial reports to members at Regional and National meetings in accordance with National Office and Financial Management Committee procedures.

DURATION: Two year term beginning January 1 of odd calendar year.

A. Function of Position – Conduct financial operations of the Region in conjunction with the Chair and Chair-Elect.

B. Essential Duties and Responsibilities – Treasurer provides an annual budget and 1099 information to National office every January and participates in Regional financial audits as assigned by National office. Treasurer also completes and submits to National office the Region's Semi-Annual and Annual 990 Summary. Additional responsibilities include assisting in the regional budgetary process, the oversight of financial records and accounts, and in general overseeing all other financial activities within the organization.

C. Time Commitment – Average of approximately 10 to 15 hours each month.

D. Public Speaking – Limited to presentation of financial reports at various meetings.

E. Qualifications/Requirements

(1.) Knowledge and/or Skills – Understanding of financial statements and ability for logical decision making. Good communication and analytical skills. Ability to work as a team member on both Regional and National levels.

(2.) Education and/or Experience – Financial background with budget and reporting emphasis.

(3.) Eligibility – Must be a member of Region III.

F. Training and Support – Treasurer will have resources within the Region as well as on a National level for guidance including the Regional Executive Committee, Immediate Past Treasurer for the Region, Financial Management Committee and the National Treasurer.

G. Additional Information

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

(2) Travel: Travel is required to attend the Region III Spring meeting, the national NCURA meeting in Washington, D.C. (including attending the Treasurer's Meeting), and occasional conferences on leadership held by the national office. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures – NA. The Region III Treasurer position will be assumed annually by the previous Treasurer-Elect.

NCURA REGION III Treasurer-Elect

DESCRIPTION OF POSITION: The Treasurer-Elect shall be responsible for assisting the Treasurer in maintaining the financial records of Region III. The Treasurer-Elect shall assist the Treasurer in collecting, depositing, and disbursing regional funds. He/she is responsible for preparing and providing financial reports to the National Office as required and presenting the financial reports to members at Regional and National meetings in accordance with National Office and Financial Management Committee procedures.

DURATION: One year term beginning January 1 of even calendar year.

A. Function of Position – Assist the Treasurer with conducting financial operations of the Region in conjunction with the Chair and Chair-Elect.

B. Essential Duties and Responsibilities – Treasurer provides an annual budget and 1099 information to National office every January and participates in Regional financial audits as assigned by National office. Treasurer also completes and submits to National office the Region's Semi-Annual and Annual 990 Summary. Additional responsibilities include assisting in the regional budgetary process, the oversight of financial records and accounts, and in general overseeing all other financial activities within the organization.

C. Time Commitment – Average of approximately 7 hours each month.

D. Public Speaking – Limited to presentation of financial reports at various meetings.

E. Qualifications/Requirements

(1.) Knowledge and/or Skills – Understanding of financial statements and ability for logical decision making. Good communication and analytical skills. Ability to work as a team member on both Regional and National levels.

(2.) Education and/or Experience – Financial background with budget and reporting emphasis.

(3.) Eligibility – Must be a member of Region III.

F. Training and Support – Treasurer-Elect will have resources from the Treasurer as well as within the Region as well as on a National level for guidance including the Regional Executive Committee, Immediate Past Treasurer for the Region, Financial Management Committee and the National Treasurer.

G. Additional Information

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

(2) Travel: Travel is required to attend the Region III Spring meeting, the national NCURA meeting in Washington, D.C. (including attending the Treasurer's Meeting), and occasional conferences on leadership held by the national office. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures – Region III Treasurer-Elect will be elected during an odd calendar year. The Treasurer-Elect's term begins January 1 of the following year (even calendar year) according to the Region III by-laws.

NCURA REGION III Nominations and Elections Chairperson

Description of Position: The Nominations and Elections Committee membership shall be from NCURA members in Region III who have been appointed or solicited to serve on the committee by the chairperson of the committee or by recommendations from the Executive Committee. Members of this committee shall not be eligible for nomination or election to Region III office of Chairperson-Elect, Secretary, Treasurer, Treasurer-Elect or the Regional Board Member.

DURATION: One Year Term by appointment of the Chair

A. Function of Position –The Nominations and Elections Committee shall implement and supervise the procedures for nominations and elections of officers for Region III.

B. Essential Duties and Responsibilities: The Committee shall conduct fair nominations and elections in the time frame allowed by the Region III Bylaws.

i. The Committee shall be responsible for soliciting names of nominees in the manner stated in the Region III Bylaws.

ii. The committee shall ensure the nominees all have a willingness to serve, and have complied with the procedures as set out in the Nominations and Elections Procedures in the Region III Bylaws.

iii. The committee shall have the sole responsibility for distribution and collection of elections data, which includes preparing ballots, counting votes (unless electronic procedures are used per section II B 2 below) and announcing the results of elections.

Committee Policies: The Nominations and Elections Committee shall be responsible for developing and implementing any policies, as well as dissemination of said policies regarding Region III elections that do not conflict with the Nominations and Elections Procedures as set out in the Region III Bylaws.

C. Time Commitment – Average of 4 hours a month.

D. Public Speaking – Limited to presentation of reports at various meetings.

E. Qualifications/Requirements

(1.) Knowledge and/or Skills –Good communication and social skills. Ability to work as a team member on both Regional and National levels.

(2.) Education and/or Experience – Familiar with Research Administration issues.

(3.) Eligibility – Must be a member of Region III.

F. Additional Information

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

(2) Travel: Travel is required to attend the Region III Spring meeting, the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses is not available under normal circumstances.

G. Election Procedures – N/A

NCURA REGION III Membership and Awards Chairperson

DESCRIPTION OF POSITION: The chair of the membership and awards committee shall be responsible for implementation of the volunteer action plan and the solicitation of nominations for regional awards.

DURATION: One Year Term by appointment of the Chair

A. Function of Position – Function of Position - Represents Region III in a professional manner at all NCURA meetings, functions, etc. Assist in planning events for new members and to provide new members of Region III with a contact person for guidance, support and leadership in the field of Research Administration as well as the NCURA Association

B. Essential Duties and Responsibilities – The Chair will be responsible for the coordination of all functions of the Membership & Awards including but not limited to sending out the Call for Nominations for the Regional Awards. Providing leadership for the committee in the award decisions. Presenting the awards to the recipients at region/national meetings. Dissemination of information to the new members of Region 3 and introducing the new member to other members of NCURA as providing them with support and guidance during their first year.

C. Time Commitment – Average of 3 hours a month.

D. Public Speaking – Limited to presentation of reports at various meetings.

E. Qualifications/Requirements

(1.) Knowledge and/or Skills –Good communication and social skills. Ability to work as a team member on both Regional and National levels.

(2.) Education and/or Experience – Familiar with Research Administration issues.

(3.) Eligibility – Must be a member of Region III.

F. Additional Information

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

(2) Travel: Travel is required to attend the Region III Spring meeting and the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses is not available under normal circumstances.

G. Election Procedures – N/A

NCURA REGION III

NCURA REGION III Hospitality Chair

DESCRIPTION OF POSITION: The Hospitality Chair is responsible for coordinating and providing support for the regional Hospitality Suite at both the regional and national meetings. Additional duties and responsibilities are reflected in section B below.

DURATION: One Year Term (Appointed)

A. Function of Position – The Hospitality Chair is an NCURA member who has volunteered or been appointed by the Region Chair to welcome new members to the Region.

B. Essential Duties and Responsibilities

Welcomes new members to the Region

- At New Members' Reception and in Hospitality Suite (The hospitality suite is a room where people can stop by after the day's activities to relax, have something to drink, talk, listen to music or play games. It takes many forms depending on the location and finances.)
- Works with the Membership Chair to send out welcome packets as per the Volunteer Action Plan

Coordinate logistics of the hospitality suite at regional and national meetings.

Works with the Volunteer Coordinator to solicit and schedule volunteers for the hospitality suite for the region at both the regional and national meetings.

Works with the Treasurer to plan and purchase food and drinks for the hospitality suite for the region at regional and national meetings.

Presents information at regional and national meetings regarding the hospitality committee and volunteers (notify Region Chair if unable to attend)

C. Time Commitment – 2 years commitment. 3-5 hours per month during the 2 months leading up to the regional and annual meetings.

D. Public Speaking – Limited to presentation of reports at various meetings.

E. Qualifications/Requirements

(1.) Knowledge and/or Skills – Good communication and social skills. Ability to work as a team member on both Regional and National levels.

(2.) Eligibility – Must be a member of Region III.

F. Training and Support – Previous Hospitality Chair; Membership Chair; Volunteer Coordinator and other Regional Committee offices as needed.

G. Additional Information

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

(2) Travel: Travel is required to attend the Region III Spring meeting, the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures – N/A

NCURA REGION II Immediate Past (and Site Selection) Chair

DESCRIPTION OF POSITION: Serve as the chair of the site selection committee

DURATION: Serves for a one year term, immediately following the term as Chair, at the conclusion of the regional meeting in May.

A . Function of Position: Advise and Counsel the Region's Executive Board as requested Represents Region III at all NCURA meetings, activities and other functions as necessary.

B . Essential Duties and Responsibilities

The Immediate Past Chair will advise and counsel the Chair, Chair-Elect and other members about all regional business and activities. The Immediate Past Chair will also serve as the chair of the site selection committee. They will select committee members who will help decide on the next regional meeting site.

C . Time Commitment

Approximately 1-2 hours per month may be spent advising the current Chair and additional time 3-4 hours a month until the completion and execution of the following year's contract.

D . Public Speaking: Limited to presentation of reports at various meetings.

E . Qualifications/Requirements

(1) Knowledge and/or Skills: Previous experience as Region III Chair required. Research administration experience is required.

(2) Education and/or Experience: Must be a member of Region III. 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 III.

F . Training and Support

Executive Committee members and other members of the region who have held positions within NCURA. NCURA National Office will assist in the review of the hotel contract.

G . Additional Information

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

(2) Travel: Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedure : Not applicable. The Immediate Past Chair position will be assumed annually by the previous Chair of Region III.

NCURA REGION III Program Committee Member

DESCRIPTION OF POSITION: Serve as Program Committee Member for Region III in guiding the affairs of the region with regard to planning and coordinating all aspects of the annual spring 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/conference calls of the program committee. Responsibilities for helping the Chair-Elect coordinate all aspects of the Spring Meeting may include: selection of workshops, concurrent sessions and discussion groups to be offered; selection of moderators and panelists to present at all sessions.

C . Time Commitment – 3 to 5 hours per month including 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 III 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 III.

F . Training and Support – Support from Chair-Elect and from others who held positions within NCURA Region III. 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 III Spring meeting. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures – Program Committee members are appointed by the Chair-Elect of the Region.

NCURA REGION III Site Selection Committee Member

DESCRIPTION OF POSITION: A Site Selection Committee Member works with the Site Selection Committee Chair in the solicitation of invitations to host Region III Spring meeting. Conduct research on hotel/conference accommodations.

DURATION: 1 year

A. Function of Position – To select a site for the Regional Spring meeting.

B. Essential Duties and Responsibilities – Research hotels and conference sites to determine appropriate locations for regional meetings. May include site visits to tour the facilities.

C. Time Commitment – 5 – 10 days per year

D. Public Speaking – Communication with hotel staff and the Regional boards.

E. Qualifications/Requirements

(1.) Knowledge and/or Skills – Knowledge of the type of venue needed for the meeting.

(2.) Education and/or Experience – Attendance at a Spring Meeting. General understanding of the conference needs for the region.

(3.) Eligibility – Must be a member of Region III.

F. Training and Support – The National NCURA office assists in reviewing contracts provided by the hotels and provides training sessions and guidance for site selection.

G. Additional Information

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

(2) Travel: Travel is required for site visits. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedure: N/A. Appointment by Immediate Past Chair.

NCURA REGION III Magazine Editor(s)

DESCRIPTION OF POSITION: Serve as the editor or co-editor for the Region Update in the NCURA magazine.

Duration: One year Appointment by Chair

A. Function of Position: Provides Region III updates for the NCURA magazine

B. Essential Duties: 5 times a year, you will need to "compile" new information and region events from the Region III community at large and from the officers. There are specific dates to submit the final draft of the region III's newsletter that will be included in the NCURA national newsletter. The newsletter is a brief summary of the happenings of the region and should be around one page.

C. Time Commitment: 1 hour every other month

D. Public Speaking: Limited to presentations at region

E. Qualifications: This position requires a generally knowledge of the region's events. Writing skills required.

F. Training/Support

Regional Executive Committee members contribute and assist as necessary. NCURA National Office assists with the distribution of timelines/deadlines for articles to the national office.

G. Additional Info: This is a great volunteer activity that helps inform our fellow region III members and can lead you into other areas of the NCURA community.

H. Election Procedure: Not applicable.

NCURA REGION III Webmaster

DESCRIPTION OF POSITION: The role of the Region III webmaster is to monitor, update, and improve the existing NCURA Region III website.

DURATION: One Year Term by appointment of the Chair

A. Function of Position – Serves as webmaster for the regional website.

B. Essential Duties and Responsibilities – Proficiency in the following areas is necessary: Dreamweaver, HTML, HTTP, XML, ASP and FTP. The website is maintained on a proxy server and therefore requires the management of the files to be performed on the webmaster's own computer and then transferred via FTP to the proxy server for hosting. Attention to detail, good file organization, web protocol, and some graphic design are necessary. As the website becomes more robust, additional features may require a general overview of such things as blogging, content management, etc.

C. Time Commitment – Average of 1 hour a week.

D. Public Speaking – N/A

E. Qualifications/Requirements

(1.) Knowledge and/or Skills – Good technical skills.

(2.) Eligibility – Must be a member of Region III.

F. Training and Support – N/A

G. Additional Information

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

(2) Travel: Travel is required to attend the Region III Spring meeting, the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedures – N/A

NCURA REGION III Regional Meeting Panelist

DESCRIPTION OF POSITION: The Panelist is responsible for the presentation of information during a Regional meeting session.

DURATION: 6 months prior to Spring Meeting.

A. Function of Position - To provide the membership of Region III with information on a given topic at a session/workshop with other members of the panel.

B. Essential Duties and Responsibilities – Responsible for the coordination of and dissemination of information on a given topic through a verbal presentation which may or may not include handouts and visual aids.

C. Time Commitment – Approximately 6-12 hours.

D. Public Speaking – Yes. Extensive public speaking ability for the presenters.

E. Qualifications/Requirements

(1.) Knowledge and/or Skills – Knowledge and experience in the topic area to be presented on as well as the ability to organize and present the information both verbally and visually.

(2.) Education and/or Experience – Prior Panelist experience may not be necessary, however the ability to speak in public is required.

(3.) Eligibility – Must be a member of Region III.

F. Training and Support – N/A

G. Additional Information

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

(2) Travel: Travel is required to attend the Regional meeting session. Reimbursement for travel expenses is not available under normal circumstances.

H. Election Procedure: N/A

NCURA REGION III Spring Meeting AV Coordinator

DESCRIPTION OF POSITION: The Regional Meeting AV Coordinator is the main contact point for all AV needs for speakers.

DURATION: 6 months prior to Spring Meeting.

A. Function of Position - To coordinate AV needs for speakers/panel members for the spring meeting.

B. Essential Duties and Responsibilities – Responsible for the coordination of all AV needs between the speakers and the hotel staff.

C. Time Commitment –8 hours per day during the spring meeting time.

D. Public Speaking - No

E. Qualifications/Requirements

(1.) Knowledge and/or Skills – Good organizational skills a must.

(2.) Education and/or Experience – No prior experience needed, but an understanding of audio visual equipment is helpful.

(3.) Eligibility – Region III membership preferred.

F. Training and Support – N/A

G. Additional Information

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

(2) Travel: Travel is required to attend the Region III Spring meeting. Reimbursement for travel expenses is not available under normal circumstances.

NCURA REGION II Concurrent Session Evaluator

DESCRIPTION OF POSITION: A Concurrent Session Evaluator is responsible for attending the designated session and completing an evaluation form

DURATION: A Concurrent Session at the Regional Meeting

A. Function of Position - To oversee the evaluation of Regional concurrent sessions.

B. Essential Duties and Responsibilities – Serves as a member of the Volunteer and Membership Committee. Responsible for distributing and collecting evaluations as well as summarizing and reporting back to the Region I Chair the final results of the conference, workshop or RADG meeting.

C. Time Commitment – Approximately 2-4 hours per session/workshop. Additional time to attend committee meetings.

D. Public Speaking - None

E. Qualifications/Requirements

(1.) Knowledge and/or Skills – An understanding of Region III's professional development offerings.

(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 III.

F. Training and Support

The Volunteer Coordinator and Membership Committee will provide support and guidance to the Evaluators as necessary.

G. Additional Information

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

(2) Travel: Travel is required to attend the Region III Spring meeting. Reimbursement for travel expenses is not available under normal circumstances

H. Election Procedure: N/A.

NCURA REGION III Registration Desk Volunteer

DESCRIPTION OF POSITION: The Registration Desk Volunteer is responsible for registering participants, including the collection of fees and the dissemination of program information at the Spring Meeting.

DURATION: ~2 hours per day Spring Meeting (Commitment varies based upon time slot.)

A. Function of Position - To provide registration information (handouts/meeting packets) to attendees.

B. Essential Duties and Responsibilities – Responsible for providing attendees with handouts/meeting packets and name badges .

C. Time Commitment – Approximately 2 hours.

D. Public Speaking - No

E. Qualifications/Requirements

(1.) Knowledge and/or Skills – Good organizational skills a must.

(2.) Education and/or Experience – N/A

(3.) Eligibility – Must be a member of Region III.

F. Training and Support – N/A

G. Additional Information

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

(2) Travel: Travel is required to attend the Region III Spring meeting. Reimbursement for travel expenses is not available under normal circumstances.