



NCURA REGION III POSITION DESCRIPTION

ATTENDEE EXPERIENCE COORDINATOR

A. FUNCTION OF THE POSITION

Facilitates networking activities at NCURA sponsored meetings

B. RESPONSIBILITIES

- Identify and implement appropriate networking activities (new member activities, welcome receptions, dinner groups and dinner party at regional meeting, regional activities at national meeting, etc) at NCURA sponsored meetings
- Promote participation in networking events
- Coordinate registration for networking events that require registration
- Coordinate with Volunteer Coordinator to recruit volunteers
- Coordinate with Chair-Elect and Treasurer any activities that require additional funds
- Other duties as agreed upon

C. ELIGIBILITY REQUIREMENTS

- Must be a regular member in good standing of NCURA (as defined by National By-laws)
- Must be a current member of Region III

D. TERM LENGTH AND LIMITS

- Serves a term of one (1) year beginning after the Regional Meeting
- Eligible for one (1) additional term at the discretion of the Chair-Elect
- May not serve more than two (2) consecutive terms

E. REPORTING LINES

- Reports to the Chair-Elect

F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 2 hours per month with additional time before regional and national meeting
- Attends both the Annual Regional meeting and the Annual National meeting, or assign a designee from your committee to attend in your place

G. BENEFITS AND PRIVILEGES

- Professional Development and Recognition within NCURA Regionally and Nationally

H. ADDITIONAL INFORMATION

- Travel is required to attend the Regional and National meetings. Reimbursement of travel expenses is not available

I. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Annual Conflict of
Interest/Commitment

Disclosure filed? YES NO

Signature