



# NCURA REGION III POSITION DESCRIPTION AUDIO VISUAL COORDINATOR

## A. FUNCTION OF THE POSITION

Ensure that all audio visual needs for the regional meeting are met

## B. RESPONSIBILITIES

- Negotiate audio visual contract with meeting location
- Identify the audio visual needs of the presenters
- Identify audio visual team members
- Secure projectors and laptops to use at the meeting
- Ensure set up of all audio visual equipment before the sessions each day
- Ensure all audio visual equipment is working throughout the meeting
- Secure all audio visual equipment at the end of each day
- Ensure loaned audio visual equipment is returned to the appropriate person
- 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

## E. REPORTING LINES

- Reports to the Chair-Elect

## F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 1-2 hours per month before the meeting
- Available eight hours per day during the meeting
- Attend the annual regional meeting

## G. BENEFITS AND PRIVILEGES

- Professional Development and Recognition within NCURA Regionally and Nationally

## H. ADDITIONAL INFORMATION

- Travel is required to attend the Regional meeting. Reimbursement of travel expenses is not available

## I. VOLUNTEER ACKNOWLEDGMENT

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

Annual Conflict of  
Interest/Commitment  
Disclosure filed?  YES  NO

\_\_\_\_\_  
Signature