



NCURA REGION III POSITION DESCRIPTION CHAIR-ELECT

A. FUNCTION OF THE POSITION

Chair of the Annual Regional meeting/Program Committee. Assist Chair as required.

B. RESPONSIBILITIES

- Serves as a member of the Executive Committee
- Serves as the Chair of the Program Committee for the Regional Annual Meeting
- Serves as the Chair of the Volunteer Services Committee
- Plans and executes Regional Annual Meeting
- Other duties as agreed upon

C. ELIGIBILITY REQUIREMENTS

- Must be a regular member in good standing of NCURA (as defined by National By-laws) for at least five years
- Must be a member of Region III

D. TERM LENGTH AND LIMITS

- Serves a 1 year term beginning the last day of the Regional Annual Meeting
- May not serve consecutive terms
- Succeeds to the position of Chair immediately following the term as Chair Elect and serves as Immediate Past Chair following the term as Chair
- Must be a current member of Region III

E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 10 hours a week January – May and 5 hours per week June - December
- Attends both the annual Regional meeting and the Annual National meeting
- Attends special events at Regional and National Meeting
- Attends monthly Executive Committee Conference calls
- Attends quarterly Regional Leadership conference calls, convened by NCURA National Organization
- Attends Executive Committee Retreats

F. BENEFITS AND PRIVILEGES

- If available, hotel room will be comped for a number of nights at the Regional Meeting.
- As funds allow travel reimbursement to Executive Committee meetings and Leadership Conferences.
- Professional Development and Recognition within NCURA Regionally and Nationally.

G. ADDITIONAL INFORMATION

- Travel is required to attend the Regional and National meetings. Reimbursement of travel expenses is not available under normal circumstances
- In the event that the Chair is unable to complete the term for any reason, the Chair-Elect will assume the duties of the Chair. After completing the term of a vacated Chair, the Chair-Elect will serve a full term as Chair.
- In the event that the office of Chair-Elect is vacated, and more than 90 days of the unexpired term remains, nominations will be solicited by the Nominating and Elections Committee from the membership and the process for expedited elections shall be followed. If less than 90 days remain in the unexpired term, the Regional Chairperson, at her/his discretion, shall appoint a replacement or decline to fill the position until the next regularly scheduled election.

H. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Signature

Annual Conflict of
Interest/Commitment
Disclosure filed? YES NO