



NCURA REGION III POSITION DESCRIPTION CHAIR

A. FUNCTION OF THE POSITION

Directs all business and activities of the Region

B. RESPONSIBILITIES

- The Chair shall be the Director of the Regional Executive Committee.
- The Chair shall serve as the Chair of the Membership and Awards Committee.
- Convenes the business meetings of the Executive Committee and the general membership
- Responsible for the overall management and governance of the Region
- Interprets by-laws and administrative policies in consultation with Executive Committee
- Represents regional concerns to the national NCURA office
- Represents the Region as called upon at governance meetings and for coordination with the National Organization and other regions
- Trains and Mentors Chair-Elect to perform duties of the Chair
- Appoints individuals to serve as committee chairs in consultation with Executive Committee
- Signatory authority for contracts during term
- In the event the Treasurer is not available to sign a check, the Chair has signatory authority for fiscal matters
- Reviews and submits eBlasts to the National Organization
- Maintains the Region III Master Schedule (R3MS) and the Master Retention Schedule
- 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
- Served as Chair-elect immediate prior
- Must be a current member of Region III

D. TERM LENGTH AND LIMITS

- Serves a one (1) year term beginning the last day of the Regional Annual Meeting
- May not serve consecutive terms

E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 4 hours per week; expected to increase around peak meetings
- Attends both the annual Regional meeting and the Annual National meeting
- Attends special events at Regional and National Meetings
- Convene a monthly conference call of the Executive Committee
- Attends quarterly Regional Leadership conference calls, convened by NCURA National Organization
- Attends Executive Committee Retreats

F. BENEFITS AND PRIVILEGES

- 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 office of Immediate Past Chair is vacated, the position will remain vacant until the Chair succeeds to this office on the following January 1

H. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Signature

Annual Conflict of
Interest/Commitment
Disclosure filed?

YES

NO