



NCURA REGION III POSITION DESCRIPTION ELECTIONS COORDINATOR

A. FUNCTION OF THE POSITION

Implement and supervise procedures for nomination and election of regionally elected positions and implement leadership development plan

B. RESPONSIBILITIES

- Governs the nomination and election process at the regional level
- Develops timeline for nomination and election process that adheres to the Region III Bylaws and Administrative Procedures
- Coordinates solicitation of nominations with Communication Committee
- Ensure all nominees are eligible to run for office
- Narrow the list of nominees, if necessary, following the guidelines in the Elections Handbook
- Coordinate ballots with the Communication Committee and the National Organization
- Coordinate announcement of results with Communication Committee
- Promotes participation in leadership in the region
- 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 Immediate Past Chair
- May not serve more than two (2) consecutive terms

E. REPORTING LINES

- Reports to the Immediate Past Chair

F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 4 hours per month
- Attends the Annual Regional 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

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I. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Signature

Annual Conflict of
Interest/Commitment
Disclosure filed? YES NO