



# NCURA REGION III POSITION DESCRIPTION HONORS & AWARDS COORDINATOR

## A. FUNCTION OF THE POSITION

Develops and implements programs to recognize the service and achievements of the regions membership on both a Regional and National level

## B. RESPONSIBILITIES

- Oversee the regional awards/recognition program
- Develops timeline for awards/recognition program
- Coordinates solicitation of nominations with Communication Committee
- Ensure nominees are eligible to receive the award
- Select award recipient by adhering to the guidelines in the Honors & Awards Handbook
- Coordinate announcement of results with Communication Committee
- Ensure representation in the national awards programs
- Coordinate with Communications Committee to recognize the achievements of the regions membership
- 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
- May not serve more than two (2) consecutive terms

## E. REPORTING LINES

- Reports to the Chair

## F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 4 hours per month
- 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

\_\_\_\_\_  
Signature

Annual Conflict of  
Interest/Commitment  
Disclosure filed?  YES  NO