



# NCURA REGION III POSITION DESCRIPTION HOSPITALITY COORDINATOR

## A. FUNCTION OF THE POSITION

Facilitates networking activities at hospitality suite at regional and national meetings

## B. RESPONSIBILITIES

- Identify and implement appropriate networking activities for hospitality suite
- Develop theme for hospitality suite
- Promote participation in the hospitality suite
- Coordinate with Volunteer Coordinator to recruit volunteers for hospitality suite
- Coordinate with Chair-Elect and Treasurer food and beverage orders for hospitality suite
- 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-Elect
- May not serve more than two (2) consecutive terms

## E. REPORTING LINES

- Reports to the Chair-Elect

## F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 2 hours per month with additional time before regional and national meeting
- Attends both the Annual Regional meeting and the Annual National meeting

## 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

Annual Conflict of  
Interest/Commitment  
Disclosure filed?  YES  NO

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Signature