



# NCURA REGION III POSITION DESCRIPTION IMMEDIATE PAST CHAIR

## A. FUNCTION OF THE POSITION

Assist Chair as required.

## B. RESPONSIBILITIES

- Serves as a member of Executive Committee
- Serves as Chair of the Nominating and Leadership Committee
- Serves as Chair of the Site Selection Committee
- Provide advice and assistance of Regional Chair as needed
- 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 immediately prior, convening the last day of the Regional Meeting
- 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

## E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 5+ hours per month
- 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
- Attend 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