



NCURA REGION III POSITION DESCRIPTION NEW MEMBER COORDINATOR

A. FUNCTION OF THE POSITION

Develops and implements programs to promote membership and involvement in NCURA

B. RESPONSIBILITIES

- Responsible for the recruitment and retention of new Region III members
- Represents Region III to all new Region III members
- Send out e-mails monthly welcoming new members to the region
- Collaborate with Volunteer Coordinator to promote involvement in the region
- Coordinate with Attendee Experience Coordinator for planning of new member activities at regional and national meeting
- 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
- Attends special events at Regional and National Meetings

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

Signature