



NCURA REGION III POSITION DESCRIPTION PROFESSIONAL DEVELOPMENT COORDINATOR

A. FUNCTION OF THE POSITION

Develops, implements and assess the professional development activities of the region

B. RESPONSIBILITIES

- Identify needs for professional development activities in the region
- Implement professional development programs such as mini-conferences and symposia
- Coordinate with Learning Community Coordinators to plan mini-conferences and symposia across the region
- Assess the professional development activities of 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 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 4-8 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

- 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