



NCURA REGION III POSITION DESCRIPTION PROGRAM TRACK COORDINATOR

A. FUNCTION OF THE POSITION

Develop full program agenda for the regional meeting

B. RESPONSIBILITIES

- Develop a call for presentation proposals
- Select and identify workshops, concurrent sessions and discussion group topics to create a comprehensive meeting program
- Identify presenters for topics selected for meeting program
- Promote attendance at the regional meeting
- Assist Chair-Elect with collecting presentation materials from presenters
- 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

E. REPORTING LINES

- Reports to the Chair-Elect

F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 3-5 hours per month
- Attend the annual Regional 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

Signature

Annual Conflict of
Interest/Commitment
Disclosure filed? YES NO