



NCURA REGION III POSITION DESCRIPTION PUBLIC RELATIONS COORDINATOR

A. FUNCTION OF THE POSITION

Promotes the Region's mission and vision through the use of social media, email, website and other forms of communication

B. RESPONSIBILITIES

- Develops the regional corner article in collaboration with the Executive Committee for each issue of NMAG
- Creates eblast with coordination of the Executive Committee to be sent to the regional membership
- Identify accomplishments (new jobs, promotions, appointments, achievements, certifications) of Region III members for submission to the milestones section of the NMAG
- Monitors the regional e-mail account
- 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 Secretary
- May not serve more than two (2) consecutive terms

E. REPORTING LINES

- Reports to the Secretary

F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 4-6 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

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I. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Signature

Annual Conflict of
Interest/Commitment
Disclosure filed? YES NO