



NCURA REGION III POSITION DESCRIPTION SECRETARY

A. FUNCTION OF THE POSITION

Serves as Region's historian and responsible for all non-financial records

B. RESPONSIBILITIES

- Serves as a member of the Executive Committee
- Serves as Chair of the Communication Committee
- Responsible for all non-financial records of the Region
- Records the minutes of regional business meetings and provides all other information and documentation required by the Chair to prepare reports to the Regional Executive Committee and National Organization
- Serves as historian of the region
- As chair of the Communication Committee the Secretary will coordinate the dissemination of membership information regarding regional activities through various social media and other medium (e.g., email listserv, regional newsletter)

C. ELIGIBILITY REQUIREMENTS

- Must be a regular member in good standing of Region III for at least five years
- Must be a member of Region III

D. TERM LENGTH AND LIMITS

- Serves a 2 year term beginning January 1 in even numbered years.
- May not serve consecutive terms

E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 10+ hours per month
- Attends both the annual Regional meeting and the Annual National meeting
- Attends special events at Regional and National Meeting
- Attends quarterly Regional Leadership conference calls, convened by NCURA National Organization
- Attends monthly Executive Committee conference calls
- Attends the Executive 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

H. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Signature

Annual Conflict of
Interest/Commitment
Disclosure filed? YES NO