



NCURA REGION III POSITION DESCRIPTION SOCIAL MEDIA 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

- Identifies content to posted to Region III social media sites
- Creates daily posts for all regional social media sites to maintain a steady presence in these outlets
- Ensures content on the regions social media sites are appropriate, up to date and relevant
- 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 4-8 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

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