



# NCURA REGION III POSITION DESCRIPTION SPONSORSHIP COORDINATOR

## A. FUNCTION OF THE POSITION

Identifies and cultivates relationships with vendors for annual regional meeting

## B. RESPONSIBILITIES

- Identify potential vendors to sponsor regional meeting
- Cultivate relationships with vendors by sending e-mail, Christmas cards, etc.
- Coordinate with Chair-Elect and Treasurer sponsorship costs and criteria
- Seek sponsorship commitments for Region III
- Coordinate sponsorship payments with Treasurer
- Liaison between sponsors and Treasurer/Chair-Elect
- Coordinate sponsor set-up at the meeting
- 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 Treasurer
- May not serve more than two (2) consecutive terms

## E. REPORTING LINES

- Reports to the Treasurer

## F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 2 hours per month with additional time before regional meeting
- 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

- Travel is required to attend the Regional meeting. Reimbursement of travel expenses is not available

## I. VOLUNTEER ACKNOWLEDGMENT

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

Annual Conflict of  
Interest/Commitment  
Disclosure filed?  YES  NO

\_\_\_\_\_  
Signature