



NCURA REGION III POSITION DESCRIPTION VOLUNTEER COORDINATOR

A. FUNCTION OF THE POSITION

Develops methods to recruit and retain volunteers at the regional and national level and plans networking activities at NCURA sponsored meetings

B. RESPONSIBILITIES

- Identify volunteer opportunities
- Implement methods to meet volunteer needs
- Coordinate with Committee Coordinators to recruit volunteers
- Coordinate with Chair-Elect, Hospitality Coordinator and Attendee Experience Coordinator to identify volunteer needs at regional and national meeting
- Oversee volunteer activities at the regional and national meeting to ensure coverage of all volunteer positions
- Maintain database of members interested in volunteering
- Provide information/reports to NCURA National Organization as required
- Coordinate with Honors and Award Coordinator to recognize volunteers regularly
- Assess the volunteer experience at NCURA meetings
- 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 Chair-Elect
- May not serve more than two (2) consecutive terms

E. REPORTING LINES

- Reports to the Chair-Elect

F. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 4 hours per month with additional time before regional and national meeting
- Attends both the Annual Regional meeting and the Annual National meeting, or assign a designee from your committee to attend in your place
- Participate in Volunteer Coordinator conference calls scheduled by the National Organization

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

Annual Conflict of
Interest/Commitment
Disclosure filed? YES NO

Signature