



# NCURA REGION III POSITION DESCRIPTION REGIONALLY-ELECTED BOARD MEMBER

## A. FUNCTION OF THE POSITION

Serve on the Governing Board of the National Council of University Research Administrators

## B. RESPONSIBILITIES

- Serves as a member of the Executive Committee
- Serves as Chair of the Regional Honors and Awards Committee
- Serve in the Governing Board of the National Council (see description in National NCURA administrative policies)
- Informs region membership of pertinent information from the National Organization
- Other duties as agreed upon

## C. ELIGIBILITY REQUIREMENTS

- Must be a regular member in good standing of NCURA (as defined by National By-laws) for at least five years
- Must have previously served as a Region III officer
- Must be a member of Region III for at least five years

## D. TERM LENGTH AND LIMITS

- Two year term beginning January 1 in odd numbered years
- May serve two consecutive terms (see description on NCURA website)

## E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately 5+ hours per month
- Attends both the annual Regional meeting and the Annual National meeting
- Attends special events at Regional and National Meeting
- Attends monthly Executive Committee conference calls
- Attends Executive Committee 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

- Must attend Board meetings as described in NCURA administrative policies

## H. VOLUNTEER ACKNOWLEDGMENT

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Annual Conflict of  
Interest/Commitment  
Disclosure filed?  YES  NO