



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 an ex officio member of the Executive 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 Bylaws).
- Must have previously served as a Region III officer.
- Must be a member of Region III for at least five (5) years.

D. TERM LENGTH AND LIMITS

- Two (2) 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 five (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 and quarterly leadership committee conference calls.
- Attends Executive Committee Retreats.

F. BENEFITS AND PRIVILEGES

- May receive travel support to Executive Committee meetings and/or leadership conferences as funds allow.
- Professional development and recognition within NCURA both 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