



NCURA REGION III POSITION DESCRIPTION SECRETARY

A. FUNCTION OF THE POSITION

Serves as Region's archivist and responsible for all non-financial records

B. RESPONSIBILITIES

- Serves as a member of the Executive Committee
- Supervises the activities of Standing Committees appointed to the Secretary per the Region's Organizational Chart
- Responsible for all non-financial records of the Region
- Records the minutes of regional business meetings and provides all other information and documentation required by the Chair to prepare reports to the Regional Executive Committee and National Organization
- Serves as archivist of the region
- Responsible for the dissemination of membership information regarding regional activities through various social media and other outlets (e.g., email listserv, regional newsletter)

C. ELIGIBILITY REQUIREMENTS

- Must be a regular member in good standing of NCURA (as defined by National By-laws) for at least five (5) years
- Must be a member of Region III

D. TERM LENGTH AND LIMITS

- Serves a two (2) year term beginning January 1
- May not serve consecutive terms

E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately four (4) hours per week
- Attends both the annual Regional Meeting and the annual National Meeting
- Attends special events at Regional and National Meetings
- Attends quarterly Regional Leadership conference calls, convened by NCURA National Organization
- Attends monthly Executive Committee and quarterly leadership committee conference calls
- Attends the 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

- Attendance is required at the Regional and National meetings. Reimbursement of travel expenses is not available under normal circumstances
- The office will be held free of Conflicts of Interest, and the incumbent shall complete a COI form as prescribed in the administrative procedures
- Reflective of NCURA's [Diversity and Inclusion Statement](#), we are committed to achieving diversity of all kinds in its appointments, including experience, geographic area, institution type, gender, and ethnicity, and we encourage ALL interested members to become involved in NCURA.

H. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Signature

Conflict of
Interest/Commitment
Disclosure filed? YES NO