



NCURA REGION III POSITION DESCRIPTION PHILANTHROPY COORDINATOR

A. FUNCTION OF THE POSITION

Identifies and promotes philanthropic partners for Regional meetings subject to EC approval
Promotes the Education Scholarship Fund

B. RESPONSIBILITIES

- Identify philanthropic organizations with which to partner at the Regional Meeting
- Coordinate activities at the NCURA Annual Meeting in support of the Education Scholarship Fund
- Develop activities to support both external philanthropic organizations and the Education Scholarship Fund, within the limits of what is allowed by NCURA, state, and local guidelines
- Remain apprised of NCURA, state, and local fundraising guidelines
- 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 and during Regional and National Meetings
- 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

- Attendance in person or by delegate is required at 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