



NCURA REGION III POSITION DESCRIPTION VOLUNTEER COORDINATOR

A. FUNCTION OF THE POSITION

Recruits and retains volunteers at the Regional and National level and coordinates volunteer activities at NCURA sponsored meetings

B. RESPONSIBILITIES

- Identify volunteer opportunities
- Implement methods to meet volunteer needs
- Work with Committee Coordinators to identify needs and recruit volunteers for Regional and National Meetings and other Regional opportunities
- Oversee volunteer activities at the annual Regional and National Meetings to ensure coverage of all volunteer positions
- Maintain shared list of members interested in volunteering for the NCURA Collaborate RIII Leadership Community
- Provide reports to NCURA National Organization as required
- Work with Committee Coordinators to recognize volunteers on a regular basis in Regional communications
- 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 referenced in National Bylaws).
- Must be a current member of Region III.

D. TERM LENGTH AND LIMITS

- Serves a term of one (1) year beginning after the annual 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 four (4) hours per month with additional time before the Regional and National meetings.
- Attends both the annual Regional Meeting and the annual National Meeting, or assigns a designee from the committee to attend.
- Participates 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

- Attendance in person or by delegate is required at the Regional and National Meetings. Reimbursement of travel expenses is not available.
- 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.

I. VOLUNTEER ACKNOWLEDGMENT

Print Full Name

Date

Signature

Annual Conflict of
Interest/Commitment
Disclosure filed? YES NO