



# NCURA REGION III POSITION DESCRIPTION

## CHAIR-ELECT

### A. FUNCTION OF THE POSITION

Chair of the Annual Regional meeting/Program Committee. Assist Chair as required.

### B. RESPONSIBILITIES

- Serves as a member of the Executive Committee
- Serves as the Chair of the Program Committee for the annual Regional Meeting
- Supervises the activities of Standing Committees appointed to the Chair-Elect per the Region's Organizational Chart
- Plans and executes Regional Annual Meeting
- 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 (5) years
- Must be a member of Region III

### D. TERM LENGTH AND LIMITS

- Serves a one (1) year term, typically beginning the last day of the Regional Annual Meeting. In the event of the cancellation of a Regional Annual Meeting, the term will begin at the conclusion of a virtual business meeting.
- Position is a 3-year commitment; Serves 1 year as Chair-Elect, 1 year as Chair and 1 year as Immediate Past Chair
- Must be a current member of Region III

### E. TIME COMMITMENT

- Time required to fulfill responsibilities is approximately eight (8) hours a week from April/May through September, and anywhere from eight (8) to forty (40) hours a week from October through the close of the spring meeting.
- Attends both the annual Regional Meeting and the annual National Meeting
- Attends special events at Regional and National Meetings
- Attends monthly Executive Committee and quarterly leadership committee conference calls
- Attends quarterly Regional Leadership conference calls, convened by NCURA National Organization
- Attends Executive Committee Retreats

### F. BENEFITS AND PRIVILEGES

- The Chair-Elect may receive comped hotel room nights at the annual Regional Meeting if the hotel contract allows
- 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
- In the event that the Chair is unable to complete the term for any reason, the Chair-Elect will assume the duties of the Chair. After completing the term of a vacated Chair, the Chair-Elect will serve a full term as Chair
- In the event that the office of Chair-Elect is vacated, and more than 90 days of the unexpired term remains, nominations will be solicited by the Nominating and Elections Committee from the membership and the process for expedited elections shall be followed. If fewer than 90 days remain in the unexpired term, the Regional Chairperson, at her/his discretion, **may appoint a replacement subject to Region III membership ratification** or decline to fill the position until the next regularly scheduled election.
- 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

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Print Full Name

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Date

Conflict of  
Interest/Commitment  
Disclosure filed? • YES • NO

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Signature